

Santa Clara of Assisi Catholic Academy



Family Handbook 2026-2027

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Table of Contents

1. About Santa Clara Academy	7
1.1. Welcome from Head of School	7
1.2. Mission Statement/Vision/Values/Philosophy	7
1.3. Handbook Organization	8
1.4. History of School	8
1.5. Governance and Organizational Structure	9
1.6. Accreditation Agencies	10
1.7. Statement of Nondiscrimination	10
1.8. Right to Amend Handbook	10
2. Academic Policies	11
2.1. Academic Responsibilities	11
2.2. Academic Probation	11
2.3. Advancement	12
2.4. Academic Dishonesty and Artificial Intelligence Usage	12
2.5. Curriculum	12
2.6. Grading Scale	13
2.7. Standardized Tests	13
2.8. Homework Time Limits	13
2.9. Parental Access to Student Records	14
2.10. Progress Reports/Report Cards	15
2.11. Promotion/Retention/Transfer	15
2.12. Graduation	17
2.13. Student Record/Cumulative Record	17
2.14. Student Referral for Testing and Evaluation	17
3. Admission and Registration	18
3.1. Age Requirements per Grade Level	18
3.2. Application	18
3.3. Enrollment Agreement	18
3.4. Order of Accepting Students	18
3.5. Referral Program	19
3.6. Registration/Enrollment	19
3.7. Submission of Required Documents	19
3.8. Admission Requirements for Preschool Students	19
3.9. Conditional Admission	20
3.10. Termination of Enrollment	20
3.11. Title IX Non-Discrimination Policy	21
3.12. Waitlist	21
4. Attendance and Absence	21
4.1. Absences and Absence Due to Vacations	21

4.2. Arrival/Departure Times	22
4.3. Before/After School Care	23
4.4. Inclement Weather Procedures	25
4.5. Make-Up Work	25
4.6. Pickup During School Day	26
4.7. School Hours and Half Days	27
4.8. Tardy	27
4.9. Truancy	28
5. Athletics/Extracurriculars	29
5.1. Eligibility for Extracurriculars and Athletics	29
5.2. Athletics Program	29
5.3. Coaching	30
5.4. DPL	31
5.5. Practice and Participation	32
5.6. Offerings per Grade Level	33
5.7. Sportsmanship	33
5.8. Parents and Spectators	33
5.9. Choir	34
5.10. Student Organizations	34
6. Discipline	34
6.1. Behavioral Expectations/Code of Conduct	34
6.2. Bullying/Cyberbullying	36
6.3. Corporal Punishment	37
6.4. Disciplinary Procedure and Consequences	37
6.5. Drugs, Alcohol, Smoking	38
6.6. Expulsion Procedure	38
6.7. Grievance Policy (Parents)	40
6.8. Harassment	41
6.9. Lockers	42
6.10. Off-Campus Conduct: Sports/Extracurricular/Field Trips	42
6.11. Probation	42
6.12. Search and Seizure	43
6.13. Suspension	43
6.14. Termination of Enrollment Due to Behavior	44
6.15. Violations Resulting in: Detention/Suspension/Expulsion	45
7. Emergency Crisis Procedures	45
7.1. Fire and Tornado Drills	45
7.2. Lock Down/Lock Out	45
8. Field Trips	45
8.1. Fees/Payment	46
8.2. Permission Slip	46

8.3. Privilege, Not a Right	46
8.4. Transportation	46
8.5. Overnight Trips	47
9. Financial Policies	47
9.1. Tuition	47
9.2. Financial Delinquency	47
9.3. Penalties for Late Tuition/Fees	47
9.4. Tuition Assistance	48
9.5. Tuition Payment Options	48
9.6. Withdrawal Policy	48
10. Health	49
10.1. Authorization of Consent to Treat a Minor	49
10.2. Accident/Injury	49
10.3. Allergies: Seasonal and Food	50
10.4. Annual Health Screenings	50
10.5. Illness	50
10.6. Immunizations	51
10.7. Medical Appointments	52
10.8. Medication: Distribution and Use	52
11. Library	53
11.1. Check Out Books	53
11.2. Hours	53
11.3. Fines	54
12. Lunch	54
12.1. Lunch	54
12.2. Lunch Fees	54
12.3. Free/Reduced Lunch Program	54
12.4. Microwave Use	54
12.5. Ordering	54
12.6. Outside Food	55
13. Miscellaneous	55
13.1. Child Abuse Law: Mandated Reporters	55
13.2. Social Events: Parties, Dances	55
13.3. Birthdays	56
13.4. Preschool Policies	57
13.5. Reports to and Cooperation with Law Enforcement	57
13.6. Retreats	57
13.7. Religious Formation	57
13.8. School Calendar	58
13.9. Use of School Grounds	58
13.11. Santa Clara of Assisi Catholic Academy's Name and Logo	58

14. Parents	59
14.1. Communication Between Parents, Teachers, Administration	59
14.2. Custody and Family Law Issues	60
14.3. Grievance Process	60
14.4. Parental Cooperation and Behavior	61
14.5. Parents' Role in Education/Parents as Partners	61
14.6. Reimbursement for School Costs and Attorney's Fees	61
14.7. Safe Environment	61
14.8. Student/Parent Directory: Confidentiality and Option to Hide Personal Information	62
14.9. Termination of Enrollment	62
14.10. Termination of Enrollment Due to Parental Behavior	62
14.11. Visitors: Lunch, Recess, Library, etc.	62
14.12. Volunteering	63
14.13. Fundraising	64
17. Technology	65
17.1. Acceptable Use Policy	65
17.2. Cell Phone Policy	66
17.3. Children's Online Privacy Protection Act (COPPA) Waiver	67
17.4. School-Issued Student Emails	67
17.5. School-Issued Student Devices	67
17.6. Security	67
17.7. Smart Watch	68
17.8. Social Networking Sites	68
18. Uniform Policy	68
18.1. Dress Code	68
18.2. General Regulations	70
18.3. Accessories/Perfumes/Nails	71
18.4. Free Dress and Spirit Day Guidelines	71
18.5. Hair	72
18.6. Lost and Found	72
18.7. Vendor Information	73
19. Appendices	73
19.1. APPENDIX A: Diocese of Dallas Internet School Safety Policy	73
19.2. APPENDIX B: DIOCESAN LEGAL POLICIES	77
1. CUSTODY AND FAMILY LAW ISSUES	77
2. REPORTS TO AND COOPERATION WITH LAW ENFORCEMENT	78
3. PARENTAL COOPERATION AND BEHAVIOR	79
4. REIMBURSEMENT FOR SCHOOL COSTS AND ATTORNEY'S FEES	79
5. CONFIDENTIALITY	80
6. AUTHORIZATION OF CONSENT TO TREAT MINOR	80
7. ENROLLMENT	81

8. PARENT CONSENT AND RELEASE FORM	82
9. RELEASE AND INDEMNIFICATION	83
10. PASS-THROUGH COPPA PARENT WAIVER	83
11. ACKNOWLEDGEMENT AND AGREEMENT	86

1. About Santa Clara Academy

1.1. Welcome from Head of School

Welcome to Santa Clara of Assisi Catholic Academy. We are deeply honored that you have entrusted your children to us. We are grateful for your support and promise that the school faculty and staff will work with you to help your children fully develop the gifts that God has given them. This handbook reflects the policies of Santa Clara of Assisi Catholic Academy for the 2026-2027 school year. This handbook is intended to be an initial source of information as well as communication between home and school. Please read it carefully as a family, sign, and initial the attached agreement, which is a binding contract by which you agree to follow the policies of Santa Clara of Assisi Catholic Academy. It is part of the registration process and must be completed for the student to attend SCCA. Your family is important to us. If you have concerns or questions, please contact Dr. Barillas through the school office or by email. Thank you for your support and commitment to Santa Clara of Assisi Catholic Academy.

1.2. Mission Statement/Vision/Values/Philosophy

MISSION STATEMENT: Santa Clara of Assisi Catholic Academy forms students in faith, knowledge, and service, cultivating a vibrant community where every child is known, valued, and called to excellence. Through a dual language education rooted in Catholic tradition, we develop critical thinkers who honor the dignity of every person and live out the Gospel in two languages, one faith..

VISION STATEMENT: Our vision is to graduate bilingual leaders who will have a life-long relationship with Christ and have the virtues, knowledge and skills needed to serve God and their community.

CORE VALUES AND SCRIPTURAL FOUNDATIONS:

FAITH *"I can do all things in him who strengthens me."* - *Philippians 4:13*

At Santa Clara of Assisi Catholic Academy, we place Christ at the center of all we do. We foster a faith-filled environment where students grow spiritually and confidently live out their Catholic identity.

WISDOM: *"To get wisdom is better than gold; to get understanding is preferable to silver."* - *Proverbs 16:16*

We guide students to seek wisdom, discern truth, and use their knowledge to make sound decisions that benefit their lives and their communities.

INTEGRITY: *He who walks with integrity walks securely, but he whose ways are crooked will fare badly."*

We instill honesty and strong moral character in our students, teaching them to live with integrity and lead by example in their words and actions.

CULTURE: *"So then, brothers and sisters, stand firm and hold to the traditions which you were taught by us, either by word of mouth or by letter."* - *2 Thessalonians 2:15*

We embrace our rich Catholic and bilingual heritage, encouraging students to celebrate traditions, respect cultural diversity, and build meaningful connections with their community.

SERVICE: *“Just so, your light must shine before others, that they may see your good deeds and glorify your heavenly Father.”*

We are dedicated to forming servant leaders who joyfully answer God’s call to serve others and bring light to the world through their actions.

PHILOSOPHY:

Rooted in the teachings of Jesus Christ and inspired by our patron saint, St. Clare of Assisi, Santa Clara Academy is dedicated to nurturing the spiritual, intellectual, and emotional growth of every child. As the only school in the diocese offering a bilingual education program, we embrace the richness of linguistic and cultural diversity, preparing students to become compassionate, faith-filled leaders in a global community. Guided by St. Clare’s example of charity, courage, and devotion, we strive to cultivate a vibrant learning environment where faith and knowledge flourish together.

MOTTO:

Our students will be guided by the words of Saint Clare:

“Love God. Serve God.”

1.3. Handbook Organization

This Handbook contains information needed by both students and parents during the school year. The information is organized topically in sections. The term “parent” refers to the student’s parent or legal guardian. The information in the Handbook reflects the requirements, policies, and procedures that are in effect as of the printing date.

1.4. History of School

Santa Clara of Assisi Catholic Academy was founded in the fall of 1994 through the leadership of Bishop Charles V. Grahmann and the Diocese of Dallas. The Academy was established to meet the community’s desire for a safe and faith-filled educational environment, where children could receive a quality Catholic education and the Holy Sacraments while being nurtured in a secure setting.

Located in the West Oak Cliff area of South Dallas, Santa Clara of Assisi Catholic Academy serves students from Pre-K3 through 8th grade in a bilingual and culturally rich community. The school was founded to offer a rigorous academic program guided by Catholic values, particularly serving families who seek strong faith formation and academic excellence for their children.

From its beginning, Santa Clara of Assisi Catholic Academy has been dedicated to supporting families, many of whom make great sacrifices to ensure their children can access a values-based education. The school remains committed to developing students academically, spiritually, socially, and emotionally, preparing them to be leaders in their communities and faithful followers of Christ.

Through the collaboration of teachers, parents, and the parish community, Santa Clara of Assisi Catholic Academy continues to thrive, building on its mission to form bilingual servant leaders who “Love God. Serve God.” while fostering a lifelong relationship with Christ.

1.5. Governance and Organizational Structure

Pastor:

According to Canon Law, the Pastor is the parish leader and is responsible to the Bishop. The Pastor delegates the direction of the school program and the ordinary administration of the school to the chief administrator, the Principal. The Pastor with the Principal establishes the terms of such delegation and the means of regular and formal communication on school matters. The Pastor assists in the development of the Catholicity of the school through instruction, the practice of the liturgy, sacramental preparation programs, prayer, and spiritual direction. In general, the Pastor oversees personnel and sanctions all activities. He is ultimately responsible for all financial matters. He also supports the Principal in conflict resolution of school issues, according to the principle of subsidiarity, by referring individuals or groups back to the teacher or Principal.

Principal:

The Principal is the chief administrative officer of the school and is the spiritual, educational, and managerial leader subject to the ultimate canonical responsibility entrusted to the Pastor. The Principal is responsible not only for the educational program, but also for the financial administration of all school funds. The Principal, as chief administrator of the school, is responsible for the implementation of school policies, diocesan policies, and governmental requirements. As the educational leader of the school the Principal has administrative responsibility for carrying out the instruction program. The Principal acts as the executive officer of the school advisory board. The Principal's highest priority is the building of a Christian community of faith in which the Christian message and experiences of community, worship, service, and social concern are integrated. Additionally, a paramount responsibility is to promote and facilitate student learning of the highest quality.

The Principal has the following major responsibilities.

- Administer the total school program.
- Supervise and evaluate the teachers, the students, and the instructional program.
- Oversee the operation of the facility and supervise all support staff members.
- Interact with the parent, parish, and general public communities.
- Collaborate with and seek counsel from the Catholic Schools Office.
- Execute all actions and policies approved by the School Advisory Council.
- Fulfill accreditation criteria articulated by Texas Catholic Conference Education Department and other accrediting agencies.

Advisory Council:

The Council serves as an advisory group to the Pastor and Principal in the administration of the school regarding policy development, enrollment, fundraising, and facilities. Members are

elected or appointed by the pastor and/or principal. The board will establish a regular schedule for monthly meetings.

1.6. Accreditation Agencies

Santa Clara is fully accredited through the **Texas Catholic Conference of Bishops Education Department (TCCB ED)**. This accreditation program ensures that students in Catholic schools across Texas receive a high-quality education rooted in academic excellence and Catholic values.

The **TCCB ED Accreditation Program** is recognized by the **Texas Education Agency (TEA)** and focuses on strengthening the Catholic mission, promoting continuous improvement, and ensuring strong academic performance for all students.

Santa Clara participates in a thorough accreditation process that begins with a comprehensive self-study. School leadership reviews key areas of school life, including:

1. Catholic Identity
2. Operational Vitality
3. Curriculum, Instruction, and Assessment
4. Support Services
5. Plant and Facilities

Additionally, TCCB ED is recognized by the **Texas Education Agency (TEA)** and is a member of the **Texas Private School Accreditation Commission (TEPSAC)**. TEPSAC monitors private school accreditation agencies, ensuring Santa Clara meets high standards of excellence in both academics and faith formation.

1.7. Statement of Nondiscrimination

Santa Clara of Assisi Catholic Academy admits students of any race to all the rights, privileges, programs, and activities of the school and provides equal opportunity and access to persons without regard to race in administration of educational policies, admissions policies, and other school-administered programs.

1.8. Right to Amend Handbook

Santa Clara of Assisi Catholic Academy reserves the right to make changes to policies included in this Handbook. If, during the school year, a situation arises that is not addressed in the Handbook, the Principal is empowered to implement procedures that support the common good of the school community. The Principal is also empowered to grant exceptions to any of these requirements, procedures or policies set forth in this Handbook. Changes or additions will be distributed in the weekly newsletter and will be effective immediately. If a question arises as to the meaning or interpretation of any of the provisions in this Handbook, the Principal shall determine such meaning or interpretation.

2. Academic Policies

2.1. Academic Responsibilities

2.1.1. Student Responsibilities – Academics are the student's primary responsibility.

- Students are required to complete all assignments and submit them on the due date.
- Students are required to follow the SCCA Attendance Policy.
- It is the responsibility of the student to obtain homework and assignments after an absence.
- Students are to communicate to the teacher any mitigating circumstances that prevent timely completion of assignments.
- Textbooks and consumable workbooks are issued to students at the beginning of the school year. Students are responsible for their upkeep. Students will be held accountable for lost or damaged textbooks. Fees for damaged books will be assessed by the school administration.

2.1.2. Teacher Responsibilities

- Inform students of the school's guidelines as well as his/her own guidelines.
- Assign homework that provides enrichment and reinforcement of topics introduced during class time.
- Provide feedback on assignments and projects in a timely manner.
- Communicate with parents and students.

2.1.3. Parent Responsibilities

- Stress to students the importance of good attendance.
- Provide a specific time and dedicated place for homework.
- Supervise, but not complete, the child's homework.
- Communicate concerns to the teacher in a timely and effective manner

2.2. Academic Probation

A student in grades 5-8 is placed on probation if they receive a U in conduct or if a grade in any subject falls below 70 at progress report or report card level. A student on probation is ineligible to participate in sports and other extracurricular activities, including clubs, athletic practices and games. In addition, a student on academic probation for conduct may not be permitted to participate in class trips. If a student has been placed on probation, grades and conduct will be reviewed at determined intervals to determine probation status. If all grades are 70 and above and conduct is N or better, the student may be removed from probation. If a student continues on probation for successive grading periods, the principal will determine the future standing of the student. A student who is placed on probation 4th quarter may be required to fulfill summer requirements to avoid beginning the new school year on probation.

2.3. Advancement

Santa Clara will maintain adequate data and will utilize appropriate evaluation instruments when making decisions regarding the progress of each student. Any decision not to promote a student to the next grade level or to take adverse action with respect to a student for academic reasons will be based on consideration of objective academic criteria together with consultation with appropriate staff and parents. The final responsibility for a student's promotion or retention rests with the principal.

2.4. Academic Dishonesty and Artificial Intelligence Usage

Academic honesty is expected from all SCCA students and parents. Academic dishonesty includes copying homework or classwork, claiming another student's work as your own, plagiarizing, and cheating on tests and quizzes. SCCA expects students to do their own homework, to test without using unauthorized help, and to submit original work for all assignments. Students are to deny all requests to copy class work, homework, and tests. Students shall not misrepresent the work of others as their own. Students who choose this may face a failing grade, detention, suspension, and/or expulsion.

The use of artificial intelligence (AI) software, such as ChatGPT, without proper citation is a form of academic dishonesty and is prohibited. The use of AI to produce or facilitate any form of academic dishonesty including plagiarism and cheating is strictly prohibited. Students must not use AI to copy others' work, claim it as their own, or seek unfair advantage. Additionally, teachers have the right to ban the use of AI software, with or without citation, for assignments.

Parents are encouraged to supervise the completion of homework and check homework for accuracy and completion. Parents must not do homework for their child. Academic and behavioral consequences result when homework is not completed in an honest manner by the student.

2.5. Curriculum

Tier I Instruction

The curriculum of SCCA complies with the academic requirements as determined by the Diocese of Dallas, the Texas Catholic Conference of Bishops Education Department, and the Texas Education Agency. The Diocesan Curriculum standards can be found here:

<https://csodallas.org/guides/>

Santa Clara is deeply committed to academic excellence for every student, starting with strong and effective Tier I instruction in every classroom. Teachers receive ongoing instructional coaching to support high-quality teaching and learning. Guided by a philosophy of using data to inform decisions, the principal regularly reviews classwide academic trends and works with teachers to adjust instruction as needed to ensure all students are supported and challenged at the right level.

MTSS and Intervention

To further support student success, the school is implementing data-based methods to identify and address academic needs early. At the beginning of the year, all students will complete a schoolwide reading diagnostic assessment in both English and Spanish. This assessment will measure key skills such as reading fluency and comprehension. Teachers will participate in the MTSS (Multi-Tiered System of Supports) process, in which students are identified as Tier 1, 2, or 3 based on their performance. Parents will be notified if their child is identified as Tier 2 or Tier 3, and those students will receive targeted interventions during a specially designated portion of the school day, which is built into both reading and math schedules. Other students work on practice or enrichment activities at that time. Teachers will regularly review student progress, collaborate with instructional experts, and use root cause analysis to ensure that each student receives the appropriate support needed to close learning gaps and reach grade-level expectations at a minimum.

2.6. Grading Scale

The following grading scale is used by all K-8 schools in the Diocese:

GRADES:

A 94-100

B 85-93

C 76-84

D 70-75

F 69 - Below

2.7. Standardized Tests

Santa Clara is no longer administering the Iowa Assessments as of the 2026-2027 school year.

Students in Kindergarten through 8th grades are given the CogAt once per year and the MAP Growth test three times a year in the fall, winter, and spring. Students are assessed in Math, English Reading, Spanish Reading, and Science. The MAP is a nationally recognized standardized test that gives students achievement percentiles compared to other students nationwide.

Some students will also take the MAP Fluency reading test, beginning in Pre-K4 for beginning foundational skills. They are also given several MAP skills assessments to evaluate their progress in basic math and literacy skills and to determine their Kindergarten readiness. These tests are administered the same weeks that the other students take the MAP growth test.

2.8. Homework Time Limits

Homework

- The purpose of homework is to reinforce what is learned during the school day and to

provide the opportunity for independent study. Assignments may take longer due to a student's understanding or the level of difficulty of the topic.

- Teachers may give special projects that extend over several days or weeks. Homework may also take longer to finish if students do not begin long-term projects as soon as they are assigned.
- If the amount of time that a student spends on homework seems excessive, parents are encouraged to contact the teacher to determine the cause.
- The amount of time which different students in the same grade spend doing homework will vary. The following table provides guidelines for the amount of time the typical elementary student may spend daily on homework.
 - PreK-Kinder: 30 minutes or less
 - Grades 1-2: 30 minutes
 - Grades 3-4: 30-45 minutes
 - Grades 5- 6: 45-60 minutes
 - Grades 7- 8: 60-90 minutes
- Wherever elementary/middle school students have several teachers, a cooperative faculty plan for assignments will be prepared and approved by the chief administrator.

The following penalties are assigned for missed homework in grades 1-8th:

- One Day Late – Maximum grade of 80
- Two Days Late – Maximum grade of 70
- Three or More Days Late – Maximum grade of 60
- After three days late teachers may assign 0s for missing homework at their discretion, depending on their students' age and circumstances.

2.9. Parental Access to Student Records

Parents will be allowed to inspect and review their student's education records, at a date and time convenient to the school, unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the chief administrator. The school may provide copies of the records and, if it does so, may charge a fee. In the event a court order is in place which limits a parent's access to a student's educational records, or which otherwise limits the contact a parent may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed by the judge. The school will, when and to an extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family lawyers, and it is not the school's responsibility to enforce court orders. **(See Reimbursement for School Costs and Attorney's Fees** for additional information regarding school involvement in family custody disputes or any legal matters.) Schools will generally not release a student's records to third parties without the written consent of a student's parent or legally responsible

adult. As an exception to this rule, a school may disclose student records to or for:

- a) School officials with legitimate educational interest;
- b) Other schools to which a student is transferring;
- c) Specified officials for audit or evaluation purposes;
- d) Appropriate parties in connection with financial aid to a student;
- e) Organizations conducting certain studies for or on behalf of the school;
- f) Accrediting organizations;
- g) To comply with a judicial order or lawfully issued subpoena;
- h) Appropriate officials in cases of health and safety emergencies; and
- i) State and local authorities, within a juvenile justice system, pursuant to specific State law.

If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The chief administrator, in his or her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis.

2.10. Progress Reports/Report Cards

Parents have access to their child's grades through RenWeb online.

Progress Reports

Student progress is continually monitored by SCCA teachers. Students receive mid-quarter progress reports via email. These reports are sent via RenWeb. It is the parent's responsibility to read the progress report and contact their child's teacher directly with any questions.

2.10.1. Report Cards

Report cards report a student's progress in academics. A report card is issued at the end of each quarter. Report cards are generated and sent via RenWeb. Parents are asked to review the report card with their child to discuss strengths, areas of growth, and goal setting.

2.11. Promotion/Retention/Transfer

2.11.1. Promotion and Retention

- Progress through the grades is a matter of achievement of basic skills, age, and social development. Most students will move through the grade at the rate of one grade per year. Some students, however, may benefit academically if retained one grade.
- Consultation among the parents, teachers, and principal will be arranged prior to a decision being made. The final decision regarding a student's class placement within a grade rests with the principal.
- Social promotions and skipping grade levels are prohibited in Catholic schools in Texas by the Texas Catholic Conference of Bishops Education which accredits the school.

- Each child will be considered individually. Any decision concerning promotion vs. non-promotion must be made after considering all facts related to the child's development (emotional, physical, social as well as intellectual and academic), collected from a wide range of sources throughout the year. The decision to retain a student is made following a comprehensive overview of the student's performance with input from parents, teachers, and the administration.
- Parents will be notified in writing of the possibility of retention prior to March 31st of the current school year. The final decision regarding a student's promotion or class placement rests with the administration. In accordance with diocesan policy, retention of a student for more than one year is avoided, if possible, especially beyond 3rd grade.

Written documentation of compliance with the following procedures is to be retained in the confidential file. If the following requirements are not met due to extenuating circumstances or because, at the discretion of the local team, non-promotion appears to be in the best interest of all involved, the local administration may appeal to the Catholic Schools Office for a waiver of this requirement.

- a. There is consultation between the academic support team and chief administrator or designated academic administrator as early as possible in the first semester.
- b. A conference is held with the parents no later than the beginning of second semester to advise them of the possibility of retention and to discuss possible remedial actions.
- c. Follow-up conferences with the parents are held to evaluate the academic progress of the child.
- d. Evaluations and reports to parents must indicate failure to achieve minimum objectives required at the particular grade level.
- e. A final decision will be made only when all academic work for the year is considered.
- f. Exceptions to this time frame may be made by the principal or chief administrator, in consultation with the Superintendent.
- g. A student shall be retained no more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in the elementary school.

2.11.2. Retention Policy for Kindergarten

A student is retained if after ongoing discussion among the parents, teacher, and the administration it is determined that the student would benefit from an additional year in kindergarten. The final decision rests with the administration.

2.11.3. Retention Policy for 1st through 5th Grade

A student is retained at the end of the school year and must repeat the grade if the student has a final report card average of 69% or lower in two of the core subjects – reading, English, math, science, social studies, or religion. In some cases, it may be determined through consultation with parents, teachers, and administration that successful completion of summer school will provide the support needed for a student to proceed on to the next grade. The final decision rests with administration.

2.11.4. Retention Policy for Middle School

A student in middle school is retained at the end of the school year if the student has an average of 69% or lower in two of the core subjects: reading, English, math, science, social studies, or religion.

2.12. Graduation

Students must complete Texas Catholic Conference Education Department requirements for 8th grade to receive a Santa Clara of Assisi Catholic Academy diploma. All fees and tuition must be paid in full at least three weeks prior to graduation for the student to participate in graduation activities and ceremonies.

Graduation for students who have completed the Eighth Grade will be held within the last week of school immediately following the morning Mass at Santa Clara of Assisi Catholic Church. Certificates are presented to the students and a small reception is held. This is a privilege cancelable for good cause and is not a student right.

Students whose families have an outstanding financial balance, or who do not meet the school's academic, attendance, or behavioral requirements, will not be eligible to participate in graduation activities or the graduation ceremony. Should summer school be required to pass any classes, the diploma will be held until proof of successful completion of summer school is provided.

2.13. Student Record/Cumulative Record

2.13.1. Cumulative Record

A permanent paper student record is maintained by Santa Clara for every student who is admitted to and attends the school. Cumulative records are retained 5 years from the date of withdrawal or graduation. Student permanent records are confidential and are kept on campus in a secure location for all past and current Santa Clara Academy students. Access to the records is limited to the principal, office coordinator, and any school employees designated by the principal on a need-to-know basis.

2.13.2. Release of Student Records and Letters of Recommendation:

All forms or student records requested by a diagnostician or other professional will be sent by the administration directly to the diagnostician or professional upon receipt of a parent's written permission. Additionally, all letters of recommendation written by teachers will be sent from the school office. All student work is treated as confidential.

2.14. Student Referral for Testing and Evaluation

SCCA recognizes that some students learn differently than their peers of the same age and may require accommodations to be successful in their academic career. A student must have a formal accommodation plan to be eligible for accommodations.

All reports, evaluations, and testing information provided by or to educational professionals are

processed through the school administration.

If the administration of Santa Clara Catholic Academy has recommended an educational evaluation for a student and the parent refuses to have the student evaluated, the administration reserves the right to require the parents to withdraw the student from SCCA.

Upon receiving a copy of the testing results, the school, parents, and if appropriate, the student will meet to discuss the results and determine the best way to serve the student's needs. A student service plan will be drawn up stating any accommodations the school will provide the student and the responsibilities of each party. The service plan will be reviewed annually prior to the start of the school year and may be reviewed during the school year as needed.

Modifications will not be made to the school's curriculum or grading policies unless clearly specified in the student's service plan.

3. Admission and Registration

3.1. Age Requirements per Grade Level

The State of Texas and the Texas Conference of Catholic Bishops Education Department have the following minimum age requirements for students entering school:

- PreK3 Students must be three years old on or before September 1st of that year.
- PreK4 Students must be four years old on or before September 1st of that year.
- Kindergarten Students must be five years old on or before September 1st of that year.
- 1st Grade Students must be six years old on or before September 1st of that year.

3.2. Application

Parents who desire a Catholic education for their child are invited to seek an application for admission to Santa Clara Catholic Academy. The application can be found online on the school website.

A completed application form must be submitted, along with a non-refundable application fee. In addition to the completed application and fee, families must submit the documents listed below in section 8.7.

3.3. Enrollment Agreement

See the appendix.

3.4. Order of Accepting Students

Since Santa Clara Academy is established by the Diocese of Dallas and Santa Clara Catholic Church as a religious school, preference in admission shall be given to practicing Catholics.

As openings become available the following priorities determine how students will be considered for acceptance to SCCA:

1. Siblings of students currently enrolled at Santa Clara Catholic Academy or the children of past graduates.
2. Registered members of Santa Clara of Assisi Catholic Parish who participate in liturgical worship and the life of the parish and make regular contributions to the support of the parish
3. Catholics active in parishes that do not have a Catholic elementary school.
4. Catholics active in other parishes.
5. Non-Catholics on a space available basis.

3.5. Referral Program

If a Santa Clara family refers a new family to the school and the new family mentions who referred them on their application, the referring family will receive a \$250 tuition credit if the new family is still enrolled at the school in January.

3.6. Registration/Enrollment

Registration is completed online through RenWeb/ FACTS. Each student's online enrollment agreement must be signed by the student's parents or other adult(s) with the legal right to enroll the student in school. Parents must agree to the Diocesan enrollment policy listed in Appendix B, Section 7.

3.7. Submission of Required Documents

- Birth Certificate
- Baptismal Certificate (if applicable)
- Student emergency contact information
- Immunization Records (Parents must provide proof that a child entering the school has received the series of immunizations required by law and the Diocese of Dallas Catholic Schools Office.)
- Health Records
- Official cumulative record or transcript of previous grade, if applicable
- Standardized Test Results
- Record of IEP (if applicable)
- Disciplinary Record – To include alternative education placement if applicable. • Legal custody agreement if parents are separated or divorced
- Home Language Survey
- Income Survey
- Signed Handbook Agreement
- I-20 for International Students, if applicable
- The MAP Screening Test will be administered for English, Spanish, and Math

3.8. Admission Requirements for Preschool Students

- In addition to meeting the above referenced age requirement, preschool students must be completely toilet trained.
- In some cases, prospective students may be required to perform satisfactorily on a preschool assessment.

3.9. Conditional Admission

Students new to Santa Clara Catholic Academy are accepted on a probationary status for 60 calendar days. Their status will be reviewed at the end of the first quarter following their acceptance to the school and the administration will make a determination, at that time, if SCCA is an appropriate place for them. Students may be asked to withdraw prior to the end of the 60-day probationary period if the administration determines it is in the best interest of the student and/or the school for the student to do so.

3.10. Termination of Enrollment

A student's enrollment may be terminated in accordance with the policies set forth in this Handbook. If the school decides to terminate enrollment in light of parent or guardian behavior, a discipline situation, or as a way to help a student avoid embarrassment or unnecessary hardship, the school has an obligation to inform other Diocesan schools about the termination action. The principal, in consultation with the Superintendent, will determine what information is pertinent to a situation and ensure that information is shared with any receiving Diocesan schools.

Termination as a result of financial issues, legal issues, moral turpitude, or other serious reasons can and will be shared with other diocesan schools, and may also be shared with non-diocesan schools if permitted by law.

3.10.1. Termination for Academic Reasons:

Termination for academic reasons should generally occur only after the following procedure has been implemented. Appropriate documentation of the process should be maintained in the student's confidential file. When a chief administrator, in his or her discretion, determines that the following process is not appropriate for a particular situation, he or she should still document the alternative process and the justification for following that process. Written documentation of compliance with the following procedures is to be retained in the confidential file.

- a) There is consultation between the academic support team and principal as early as possible in the first semester.
- b) Conferences are held with the parents to advise them concerning the possibility of withdrawal for academic reasons and to discuss possible remedial actions and educational alternatives.
- c) Follow-up conferences are held with the parents to evaluate progress of the student

d) The final decision is made by the principal.

3.10.2. Termination on Grounds of Student Behavior

See Section 6: Behavior

3.10.3. Termination on Grounds of Non-Payment of Fees/Tuition

See Section on Financial Delinquency in Section 9.

3.10.4. Termination on Grounds of Parental Behavior

See Section 14: Parents

3.11. Title IX Non-Discrimination Policy

The Catholic schools of the Diocese of Dallas admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

3.12. Waitlist

The school reserves the right to place students on a waitlist when enrollment capacity has been reached or other considerations require it. Placement on the waitlist does not guarantee admission but ensures that the student will be considered if space becomes available. Waitlist decisions are made based on a variety of factors, including but not limited to application date, grade-level availability, and overall enrollment needs.

4. Attendance and Absence

4.1. Absences and Absence Due to Vacations

The SCCA school calendar is based on the required number of instructional minutes rather than a required number of school days. The calendar meets the instructional time requirements established by the Diocese of Dallas and the Texas Catholic Conference of Bishops Education Department.

Students are required to attend at least 90 percent of the school year. Both excused and unexcused absences are included when calculating a student's attendance. Santa Clara maintains an accurate record of all absences, tardies, and early dismissals.

A student who does not meet the 90 percent attendance requirement may be required to complete additional instructional time, attend a summer program, or repeat a course or grade. The Principal will consider the student's academic progress, completed makeup work, and

documented extenuating circumstances before making a decision regarding promotion or course credit.

4.1.1. Absences

Absence Notification and Documentation

Parents/guardians must notify the school office by 8:30 AM on the day of an absence by emailing mmendez@santaclaraacademy.org or calling the front office.

When the student returns, a signed written excuse must be submitted to the teacher within two school days and include:

- Date(s) of the absence
- Reason for the absence
- Parent/guardian's signature
- Telephone number

If the written excuse is not received within two school days, the absence will be considered unexcused.

Excused Absences

Excused absences may include:

- Student illness or injury
- Family illness or emergency
- Death of a family member
- Medical or dental appointments that cannot be scheduled outside school hours
- Rare or extenuating circumstances approved in advance by the Principal

Verification from the medical or dental provider may be required. If a student is absent for more than five consecutive school days because of illness, a doctor's note is required.

A student returning after an illness or injury that limits physical activity may be required to provide a doctor's release before participating in physical education, recess, athletics, or other physical activities.

Unexcused Absences

Examples of unexcused absences include:

- Being out of town without the Principal's prior approval
- Being absent for personal reasons other than illness without the Principal's prior approval

- Oversleeping
- Failure to notify the school of the absence
- Failure to submit a written excuse within two school days
- Absences for reasons not listed as excused
- Absences for which the faculty or administration determines that no extenuating circumstances exist

Special Circumstances

Parents requesting an absence for a wedding, graduation, or another special circumstance must submit a written request to the Principal in advance. These requests will not be approved during middle school midterm or final exam weeks.

Whenever possible, medical appointments should be scheduled outside school hours. If a student must leave during the school day, the parent/guardian must notify the teacher or school office before 8:00 AM. A parent/guardian or authorized emergency contact must sign the student out through the school office.

4.1.2. Absences due to vacations

Parents are encouraged to schedule vacations during regular school breaks. Missing several days of classes is detrimental to the student and causes hardship to the teachers. It is the teacher's discretion whether or not to give assignments in advance (see "Make-Up Work" below).. Parents will need principal approval for more than 3 days due to hardship circumstances and/or vacations. When parents wish to take their child out of school for several days for personal reasons, the principal or someone appointed by her will discuss the student's progress with the parents and advise them of the effect such an absence would have on the student's schoolwork.

4.2. Arrival/Departure Times

4.2.1. Arrival

The beginning of the day has an impact on the rest of the day. At Santa Clara Catholic Academy, we work with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning.

Morning Carline and Arrival

Student supervision begins at 7:15 a.m. Under no circumstances may students be left on campus before 7:15 a.m.

Arrival Schedule

7:15 to 7:40 a.m.: Students must enter through the **aftercare room**. Staff members will be available inside the cafeteria to receive students at the door.

7:15 to 7:30 a.m.: Outdoor carline assistance is not available during this time. Parents are responsible for ensuring that their children reach the **aftercare room** door and enter safely. If no staff member is visible at the door, parents must remain with their children until a staff member is present.

Beginning at 7:30 a.m.: Staff members will be stationed outside to assist students during morning carline. Additional staff members will be assigned as needed throughout the arrival period.

By 7:40 a.m.: Families are encouraged to arrive by this time so students have enough time to enter the building and prepare for the school day.

At 7:40 a.m.: Students will begin transitioning from the aftercare room to their classrooms.

At 7:50 a.m.: Communal prayer and announcements begin. All students must be seated in their classrooms and ready for the school day.

Morning Carline Procedures

For the safety of students and to keep the carline moving efficiently:

Parents must pull forward to the designated drop off area along the curb.

Students must exit from the passenger side of the vehicle. Students may not exit from the driver's side.

Parents may not exit their vehicles while in the carline.

Parents must allow school personnel to assist with opening vehicle doors.

Students should have their belongings ready and be prepared to exit the vehicle promptly and independently.

If a student needs additional assistance or is not prepared to exit promptly, the parent must park in the designated parking area and walk the student to the cafeteria door.

Students arriving after 7:50 a.m. are considered tardy. All tardies will be documented as missed instructional time and addressed in accordance with the school's attendance and tardy policies.

4.2.2. Departure

Dismissal time starts at 2:55 PM for PK3-2nd grade students. Dismissal starts at 3:10 PM for 3rd-8th grade students. Students will remain in their designated locations until they are called for dismissal.

Afternoon Pick-Up: Carpool and Dismissal Procedures

All families must use their designated carpool lane for dismissal and display their official carpool tag on the windshield. Each family will receive two tags at the beginning of the school year.

For safety and efficiency:

- Drivers and passengers must remain inside their vehicles at all times.
- Pull forward as directed and remain in the designated carpool line.
- Do not pass or drive around other vehicles.
- Keep the rear passenger seat and door clear so staff can assist students into the vehicle.
- Do not use cellphones while driving in the school zone or carpool lane.
- Follow staff directions and treat others with patience and courtesy. Unsafe or discourteous behavior may result in the loss of carpool privileges.

Students will only be released to individuals authorized by a parent or guardian. Anyone without an official carpool tag must park, report to the front office, and present a valid photo ID. No student will be released to a vehicle without an official tag.

4.3. Before/After School Care

4.3.1. Before School Care

Santa Clara does not have a structured before school program; however, students may be dropped off at the aftercare room to be supervised by staff starting at 7:15AM. Students are not to arrive prior to 7:15 AM. Supervision is provided from 7:15 AM to 7:40 AM in the after care room.

4.3.2. Catholic Charities After School Program

Catholic Charities conducts an after school program across the street in the community center adjacent to the gym. Students must be registered with Catholic Charities to attend that after care program. The program is free for eligible families. Parents can contact the front office for more information. This is a structured program that involves academic support.

4.3.3. Santa Clara Aftercare

Aftercare Program

The school day ends at 3:10 PM. Parents/guardians are expected to be on campus and ready to pick up their children at dismissal.

As a courtesy, SCCA staff will supervise students with late pickups until 3:25 PM. Any student remaining on campus after 3:25 PM will be placed in Aftercare and charged \$7.00 per child, per day.

Aftercare is available until 6:00 PM. A late fee of \$5.00 per minute, per child, will be charged for students picked up after 6:00 PM. If an emergency prevents timely pickup, parents/guardians must notify the Aftercare coordinator immediately.

Program Information

Students do not need to be registered with Catholic Charities to attend SCCA's Aftercare

program. Aftercare provides a safe, supervised environment where students may complete homework or play with other students. It is a minimally structured childcare service rather than a formal after-school enrichment program.

All Aftercare fees must be paid through FACTS. Families may add funds to their designated Aftercare deposit account as needed.

Extracurricular Activities and Tutoring

Teachers and staff may not supervise students after 3:25 PM unless the student is participating in an official school extracurricular activity or scheduled tutoring.

Students who remain on campus after an activity or tutoring session has ended will be placed in Aftercare and charged the applicable fee.

Siblings of students participating in extracurricular activities or tutoring must be picked up by 3:25 PM or attend Aftercare. Siblings may not wait in classrooms, offices, the gym, or other areas of the school.

4.3.4. St. Vincent de Paul Study Time

Information TBA regarding the Study Time Program and eligibility requirements.

4.3.5. Supervision

Student Supervision

Students may not leave campus after arriving at school unless they have authorization and are properly released through the school office.

After dismissal, students may not return to campus unless accompanied by a parent/guardian, another supervising adult, or an approved extracurricular activity sponsor.

Students may enter or remain in the gym only under the direct supervision of a coach or activity sponsor.

Parents/guardians will be notified if a student is found on campus without proper supervision or leaves and re-enters campus without authorization.

Inclement Weather Procedures

In the event of inclement weather, students are expected to follow all staff directions and take cover as instructed to ensure their safety. Please note that regular dismissal times may be

disrupted due to severe weather conditions. The safety of students and staff will always take priority over scheduled activities. Any changes to dismissal or school operations will be communicated to parents and guardians as soon as possible through official school communication channels.

Hot Weather and Outdoor Recess Policy

For the safety and health of our students, outdoor recess will be modified or moved indoors when the temperature or heat index reaches 100°F or higher. This policy follows common guidelines used by elementary schools across North Texas to prevent heat-related illnesses. On especially hot days, staff will monitor conditions closely and ensure students remain hydrated and safe.

Cold Weather and Outdoor Recess Policy

To ensure the safety and well-being of our students, outdoor recess will be moved indoors when the temperature or wind chill falls below 40°F. On colder days, please make

sure your child comes to school dressed appropriately with a warm coat, hat, and gloves as needed.

4.4. Make-Up Work

Assignments for Absentees:

If students are absent due to an illness, it is generally better to let the student rest and recover instead of trying to do schoolwork while they do not feel well.

For the protection of other students, any student registering a temperature about 99 degrees fahrenheit must not attend school and not return until he/she has been fever free for 24 hours without fever reducing medication, even if he/she is feeling better.

Upon their return to school, students are required to make-up all work missed due to absence.

- Typically, students have one school day to make up work for each day they are absent.
- A student who is absent three days will have three school days, including his or her first day back at school, to complete all missed assignments.
- It is at the teacher's discretion to determine if additional time should be allowed to make up any missed assignments.

It is the parents' and/or students' responsibility to obtain make-up work. Parents and students should be aware of their teachers' policies about posting work on sites such as RenWeb, SeeSaw, GoogleClassroom, etc.

Any make-up work not completed and turned in by the required due date will earn a grade of zero (0).

Assignments for Planned Absences:

It is the teacher's discretion whether or not to give assignments in advance, as this may cause a burden on the teacher.

4.5. Pickup During School Day

Early Dismissal

Students are expected to remain at school for the entire school day. Arriving late or leaving early disrupts the learning environment. Early dismissals will be recorded as partial-day absences or tardies in accordance with the school's attendance policy.

Except in an emergency, students must be picked up before 2:30 PM. Early dismissals will not be permitted after 2:30 PM because they interfere with schoolwide dismissal procedures.

Parents/guardians must contact the school office in advance to request an early dismissal. The office will notify the student's teacher, and the student must remain in class until called to the office. Early dismissal requests must be made through the school office, not directly through the teacher.

Students will be released only to a custodial parent/guardian or an authorized individual. If someone other than a custodial parent/guardian will pick up the student, the parent/guardian must notify the office in writing or by telephone before the student is released.

The adult picking up the student must sign the student out through the school office. The school will maintain a record of the student's name, release time, authorized adult's signature, and return time, if applicable.

Emergency dismissals may be authorized at any time by the Principal or Office Coordinator due to illness, an accident, a family emergency, or another serious circumstance. The student will be released according to the parent/guardian's instructions or the information provided on the student's emergency contact card.

4.6. School Hours and Half Days

School Hours

- Regular School Day: 7:50 am - 3:10 pm
- Early Release Days: 7:50 am - 12:00 pm (Lunch will not be provided.)

*Please note there is no Aftercare available on Early Release Days. All students must be picked up by 12:00.

Office Hours

7:30am - 4PM Monday - Friday

4.7. Tardy

The school day begins at 7:50 AM. Students are expected to be in their classrooms and ready to begin instruction at that time.

A student who arrives after 7:50 AM is considered tardy and must report to the school office before entering class. A student who arrives after 10:00 AM will be recorded as absent for one-half day.

All tardies, absences, and early dismissals will be recorded in the school's student information system. Parents/guardians must provide an explanation for a student's tardiness when the student arrives or no later than the beginning of the following school day.

For attendance purposes, every three tardies will be recorded as one equivalent day of absence.

Regular and punctual attendance is essential to academic success. Late arrivals and early dismissals cause students to miss instruction and disrupt the learning environment for teachers and classmates.

Excessive Tardiness

Five or more tardies during a quarter will be considered excessive. The following progressive intervention process will apply:

Five occurrences: The parent/guardian will receive a written attendance notice.

Ten occurrences: The parent/guardian will be required to meet with the Principal or designee and complete a written attendance improvement plan.

Continued noncompliance: The student may be required to complete missed instructional work or additional instructional time and may be placed on attendance probation. The parent/guardian may also be required to attend a follow-up conference with the administration.

Documented illnesses, emergencies, disabilities, and other extenuating circumstances will be considered when applying these interventions.

Minimum Attendance Requirement

Students are expected to attend at least 90% of the school year. A student who misses more than 10% of the school year—approximately 18 full or equivalent school days—may be required to complete additional instructional time, summer school, or other academic requirements established by the administration.

Excessive absences, tardies, early dismissals, or other partial-day absences may affect course credit or promotion when the missed instructional time prevents the student from meeting academic or attendance requirements.

A student will not automatically be retained solely because of the number of absences. The Principal, in consultation with the student's teachers and other appropriate school personnel, will review the student's attendance, academic progress, completed makeup work, and any documented extenuating circumstances before determining promotion, retention, or course credit.

4.8. Truancy

If a student is absent without an acceptable excuse, or if the school has reason to question the validity of an excuse, the Principal, counselor, or Office Coordinator may contact the parent or guardian to review the circumstances and request additional documentation.

A pattern of unexcused absences, including three or more days or parts of days within a four week period or ten or more within the school year, will require a parent or guardian conference and an attendance improvement plan.

Continued unexcused absences may result in additional instructional work, required makeup time, or attendance probation. Documented illnesses, emergencies, disabilities, and other extenuating circumstances will be considered when applying this policy.

5. Athletics/Extracurriculars

Santa Clara of Assisi Catholic Academy offers students the opportunity to participate in various extracurricular activities. The goal of all extra-curricular activities is to provide students opportunities for enjoyment and fun, opportunities to develop talents, skills and qualities of responsibility.

- Extra-Curricular activities may vary depending on availability of staff and volunteers.
- All extra-curricular coaches are volunteers and must first be cleared by a background check and Safe Environment Training.

5.1. Eligibility for Extracurriculars and Athletics

Determination of Eligibility

- Santa Clara of Assisi Catholic Academy is an educational institution whose purpose is to provide excellence in academic and spiritual development for its students. Educational excellence requires a resolve by all members of the school community – students, parents, and teachers – promoting students to complete their primary task of education at an acceptable level before diverting time and energy to other activities. All members of the school community are expected to support the school's eligibility rules for the benefit of all students.

- Students in 5th – 8th grades that participate in extracurricular activities will no longer be eligible if they are on academic probation, first assessed at the end of the first three quarters. In addition:
 - A student who receives an in-school suspension is rendered ineligible for all extracurricular activities for a period of four weeks after the suspension.
 - A student who receives an out-of-school suspension is rendered ineligible for all extracurricular activities for the remainder of the school year.
 - A student who is ineligible for two review periods during the year is dropped from all extracurricular activities for which the student is participating at the time the second eligibility notice is issued.
 - Students must follow all SCCA attendance requirements as described above.
 - Parents of students who are ineligible receive an email from the Principal or activity sponsor. The school's AD will notify the student's coach, and the Principal will notify the sponsor of the student's other extracurricular activities.
 - An ineligible status prohibits the student-athlete from practicing with the team and playing in games. An ineligible student-athlete may not suit out or sit with the team. Any student who violates the condition of eligibility may be rendered, at the discretion of the Principal, ineligible for the activity for the remainder of the school year

5.2. Athletics Program

Athletic Mission Statement

The mission of the Santa Clara of Assisi Catholic Academy Athletic Department is to provide an athletic program with an emphasis on Christian principles and good sportsmanship, and to govern healthy competition between teams and among student-athletes in 5th – 8th grades.

Athletic Philosophy

Student athletes, coaches, parents, and spectators are always to keep in mind that the contests in which the student-athletes compete are games and should be fun for everyone involved.

Winning is a worthwhile goal and purpose when viewed in the proper perspective. When doing one's best, enjoying intense competition, and receiving the character-building benefits of competition, winning can be a most honorable goal. Activity programs provide valuable lessons for practical situations – teamwork, sportsmanship, winning and losing, and hard work. Through participation in activity programs, students learn self-discipline, develop resilience, build self-confidence, and acquire skills to handle competitive situations.

Governance

The athletic director (AD), appointed by the Principal, supervises and directs the extracurricular athletic program in a manner consistent with the policies of the school and the Dallas Parochial League (DPL).

5.3. Coaching

The AD in consultation with the Principal selects coaches. Coaches have discretion to appoint an assistant with the approval of the AD. Coaches and assistant coaches of the team may be suspended, removed, or not allowed to coach for failure to comply with DPL, school, and/or Santa Clara of Assisi Catholic Church policies. Such actions will be the decision of the Principal, after consultation with the AD.

Upon assignment, each coach is charged with his/her responsibilities as described, below.

Leadership and Sportsmanlike Conduct

- Coaches are required to set a Christian example at all times. The coach will lead student-athletes in prayer at games and practices.
- Coaches are to encourage sportsmanship by student-athletes and to create an environment in which students can learn meaningful life values.
- Coaches are to demonstrate good sportsmanship at all times and refrain from protesting calls by game officials to the point that it reflects poorly on the school.
- Coaches are never to lead a practice or game if he/she has been drinking alcoholic beverages.
- Profanity and abusive language by coaches will not be tolerated.
- DPL rules prohibit the use of tobacco in any form at practices or games.
- DPL reserves the right to fine schools for violations of its rules. Coaches must be aware that such fines levied against SCCA will be passed on to the person(s) whose behavior or actions resulted in the fine.
- At no time will disciplinary action take the form of excessive physical punishment or harassment. Coaches should seek alternative methods of discipline. Disciplinary measures, when necessary, should be fair, equitable, and used in moderation.
- In addition to the education and training of student-athletes, coaches are responsible for the safety and security of both student-athletes and the school property entrusted to them.
- Coaches should keep to scheduled practice times and report, in writing, to offending parent, sport coordinator, and AD of all habitual tardiness of student-athlete pick-ups.

Safe Environment Clearance

- Prior to coaching, all coaches, assistant coaches, team managers, and other representatives are required to complete and maintain Safe Environment clearance.
- All coaches, assistant coaches, team managers, and other representatives are required to attend the DPL's mandatory workshop, "Play Like a Champion" prior to coaching in the league. Workshop schedules are available on the DPL website.
- Two adults, including the coach, are to remain on the premises at practices and games until all student athletes have been picked up by a parent or other designated individual.

First Aid and Injuries

- Coaches must have a first aid kit available at all practices and games.

- In the event an accident does occur, the coach is to submit a completed accident report form to the AD's office the next school day.
- All coaches, assistant coaches, team managers, and other representatives must annually attend the "Blood Borne Pathogens" and first aid training session provided each year by SCCA, as required by the Diocese of Dallas.
- In the case of a sprain or bruise, apply ice as soon as possible and elevate the injured area.
- In the event of a serious injury including, but not limited to, severe bleeding, broken bone, possible concussion or unconsciousness, a coach, team manager, other team representative, parent, or non-injured student-athlete is to call 911 immediately. Proper procedures should be adhered to as follows:
 - Have an adult supervise the injured student-athlete at all times.
 - Do not move the injured student-athlete until professional help arrives.
 - In the case of severe bleeding, make sure protective gloves are worn and apply pressure to the injured area.
 - All first aid material waste must be disposed of properly.
 - Notify the AD and Principal as soon as possible.

5.4. DPL

Student-athletes in 5th – 8th grades compete in the Dallas Parochial League (DPL). Information regarding the DPL can be located on their website at www.dallasparochialleague.com. The DPL sponsors the following sports/competition: football, volleyball, cross country, basketball, golf, swimming, soccer, tennis, baseball, softball, and track & field. SCCA athletic policies conform to the rules and guidelines of the DPL. The DPL annually offers scholarships. For detailed information regarding eligibility, application, and deadlines, please visit the DPL website.

Division/Formation of Teams

- In 5th – 6th grades, teams are formed in accordance with DPL rules. Student-athletes may be grouped by position and assigned to a team, or by other similar selection processes defined by the AD. This process will be supervised by the AD.
- In 7th – 8th grades, teams are formed in accordance with DPL rules. Tryouts for the "A" team will be conducted under the supervision of the AD. Outside judges may be utilized when needed.

5.5. Practice and Participation

5.5.1. Practice

- For the purpose of this policy, "athletic event" is defined as a contest, practice, or other scheduled meeting of team members.
- Students in 5th – 6th grades may not participate in more than two (2) athletic events per sport during the school week (Monday through Thursday). Exceptions to these guidelines may be granted by the AD with the approval of the Principal.

- Students in 7th – 8th grades may not participate in more than three (3) athletic events per sport during the school week (Monday through Thursday). Exceptions to these guidelines may be granted by the AD with the approval of the Principal.
- During Achievement Testing or other crucial study/examination periods, the AD and Principal may cancel, limit, or reschedule athletic events (including practices) as appropriate.

5.5.2. Participation

Santa Clara Catholic Academy strives for each student-athlete to have a minimum playing time of 25% per contest. Exceptions to this rule are as follows:

- A coach may recommend that a student-athlete be held out of a contest/practice for disciplinary reasons associated with misconduct (disrespect, insubordination, etc.). The coach must inform the student-athlete, parents, and AD in writing and/or verbally regarding his/her recommendation. The AD will have the final decision and inform the Principal.
- Student-athletes may also be withheld from contests/practices due to habitual tardiness or failure to attend practices/games, provided such situations are not the result of illness.
- A student-athlete may be held out of a contest at the discretion of the coach, coordinator, and/or AD when safety of the student-athletes is a concern.
- Student-athletes may ultimately be dismissed from a team with the approval of the AD and the Principal. Registration fees will not be refunded.

Eligibility to Play

- All SCCA student-athletes in 5th – 8th grades with good conduct and academic standing may participate in sports.
- Non-SCCA students may participate on SCCA teams under the following conditions:
 - It does not interfere with the opportunities for SCCA students to participate.
 - Non-SCCA students must be students of other Catholic schools within the Dallas Diocese who would not otherwise have the opportunity to participate in the sport.

5.6. Offerings per Grade Level

The sports offered at each grade level vary each year depending on the level of student interest. In order for Santa Clara to form a team, a sufficient number of students need to sign up. The athletic director will send out a survey each semester for the families of students in grades 5th-8th grade, in order to gauge student interest for sports that semester.

5.7. Sportsmanship

The following are expectations for SCCA student-athletes:

- Always know and demonstrate the fundamentals of good sportsmanship.
- Do not applaud errors by opponents or penalties assessed against them.
- Do not heckle, jeer, or distract the opposing team or its coaches.
- Do not criticize other student-athletes.
- Avoid profane language and obnoxious behavior that is contrary to Christian values and sportsmanship.

- Censure fellow teammates whose behavior is inconsistent with the mission and philosophy described in this handbook.
- Respect the judgment and strategy of the coaches.
- Refrain from protesting calls of game officials to the point that it reflects poorly on the school

5.8. Parents and Spectators

Just as SCCA has expectations for student-athletes and coaches, similar expectations also exist for parents and other spectators. These include the following guidelines:

- Always know and demonstrate the fundamentals of good sportsmanship.
- Do not applaud errors by opponents or penalties assessed against them.
- Do not heckle, jeer, or distract the opposing team or its coaches.
- Do not criticize any student-athletes.
- Avoid profane language and obnoxious behavior that is contrary to Christian values and sportsmanship.
- Censure fellow spectators whose behavior is inconsistent with the mission and philosophy described in this Handbook.
- Respect the judgment and strategy of the coaches.
- Do not challenge coaches during games or practices. Grievances may be addressed outside the game/practice environment. Unresolved issues should be reported to the AD.
- Do not protest calls of game officials and score keepers. Direct dialogue with a referee during a game in-progress can result in expulsion or suspension from future games.
- The DPL reserves the right to levy fines against schools whose parents/spectators fail to comply with DPL rules. Any such fines levied against SCCA will be passed on to the offending spectator or appropriate parent. Other sanctions may be imposed by the school, with or without DPL action, against parents/spectators who fail to comply with these rules.
- Parents are responsible for picking up trash and disposing of it in area receptacles.
- Parents should clean up school facilities and areas used by teams after each event.
- Parents should ensure their student-athlete arrives at the appointed time for practices/games ready to participate. Parents should promptly pick up their child at the end of practices/games. Parents should notify coaches, as early as possible, if their child will miss a practice/game

5.9. Choir

Santa Clara Academy has an after-school choir program for 2nd-8th grade that meets once a week based on grade.

- 2nd-4th: Tuesday
- 5th-8th: Thursday

The choir prepares songs for the weekly Friday mass as well as for events such as feast days, Christmas Program and the annual Diocesan Choral Festival. Students will sing every Friday at mass. During practice students learn songs as well as read that week's gospel to prepare for

mass. The choir will also go over how to properly sit, take communion and behave in the church. Being a part of the choir is a privilege, so there will be a permission slip to sign-up as well as weekly check-ups with teachers about classroom behavior if needed. If the student attends choir practice that week, they can participate in the choir at mass that Friday.

5.10. Student Organizations

Information about available clubs and after-school activities will be provided upon their initiation, with full details available to parents as soon as they are confirmed.

6. Discipline

6.1. Behavioral Expectations/Code of Conduct

Code of Conduct for Students

Preamble:

As a Catholic school community, we are called to live according to the teachings of Jesus Christ, treating others with dignity, respect, and kindness. This Code of Conduct is designed to guide our actions and behaviors so that we may foster an environment of learning, personal growth, and faith. Each student is expected to uphold these standards to the best of their ability.

1. Respect for God and Faith:

- Attend Mass and participate in prayer services as part of the school's religious program.
- Show reverence in the presence of the Blessed Sacrament, and participate in religious activities with respect and sincerity.
- Treat all members of the school community with kindness and compassion, as we are all children of God.

2. Respect for Others:

- Show respect for all students, staff, and visitors at all times, regardless of differences in faith, culture, or background.
 - Use kind and respectful language, and avoid bullying, teasing, or any form of harassment.
- Demonstrate good sportsmanship and teamwork in all school activities.

3. Respect for Authority:

- Follow the instructions of teachers, administrators, and staff, and cooperate with their guidance and decisions.
Speak respectfully to all adults in the school and follow the established rules and procedures.
- Accept responsibility for your actions and behavior, and work to resolve conflicts peacefully.

4. Academic Integrity:

- Commit to doing your best in all academic endeavors, working diligently and honestly.
- Avoid cheating, plagiarism, and other dishonest behaviors. Always do your own work.
- Complete assignments on time, and seek help when needed to ensure success.

5. Responsibility and Accountability:

- Take responsibility for your personal belongings and school property, and respect the property of others.

- Dress according to the school's uniform guidelines, maintaining a neat and respectful appearance.
- Follow all safety guidelines and school rules, including those related to technology and the use of digital devices.

6. Positive Behavior and Attitude:

- Maintain a positive attitude toward learning and strive to contribute to a positive classroom environment.
- Demonstrate self-control and maturity in handling frustrations, and always seek peaceful solutions to conflicts.
- Be proactive in participating in school activities, service projects, and community outreach efforts.

7. Commitment to Service:

- As Catholics, we are called to serve others. Participate in service projects, community outreach, and charitable activities that support the well-being of others.
- Be generous with your time, talents, and resources, offering help where it is needed.

8. Safety and Well-being:

- Ensure the physical and emotional safety of yourself and others by following school rules.
- Avoid engaging in any form of violent behavior, including physical fighting or verbal threats.
- Practice proper hygiene and health safety protocols to protect yourself and your peers.

Consequences for Violations:

- Any violation of the Code of Conduct will be addressed according to the severity of the situation. Consequences may include verbal warnings, loss of privileges, parent meetings, suspension, expulsion, or other disciplinary actions.

Conclusion:

This Code of Conduct is not just a set of rules, but a reflection of the values we hold as a Catholic community. By adhering to these principles, we create a respectful, supportive, and Christ-centered environment where every student can grow academically, socially, and spiritually.

Property Damage

Anyone who intentionally or accidentally destroys or damages school property or the personal property of another must pay the cost to repair or replace the property. This includes painting, drawing on, or adhering signs or stickers of any kind to the painted surfaces of the school, school lockers, or storage places. Disciplinary actions, including fines, will be assessed as deemed appropriate by the administration.

Gum

SCCA is a gum free campus. Students may not possess gum. Students found to be in possession may be required to scrape gum from under tables or desks, or do some other form of community service.

6.2. Bullying/Cyberbullying

It is imperative that every student is provided a safe environment that is free from fear, either psychological or physical. Bullying occurs when a student or group of students engages in written, verbal expression, or physical conduct that:

- a) Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property, or
- b) Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Bullying can take many forms. Bullying of a student may include, but is not limited to:

- Hazing
- Intimidation
- Verbal (taunting, teasing, name calling, threats)
- Physical (assault, confinement, etc.)
- Financial (extortion or demands for money)
- Destruction of property or theft of valued possessions
- Social (rumor spreading, ostracism, etc.)
- Non-verbal (racial discrimination, exclusion, etc.)
- Cyber bullying

Consequences for bullying depend on the severity of the bullying incidents. The administration reserves the right to impose the most appropriate consequence, regardless of the number of incidents. All decisions of SCCA are final.

6.3. Corporal Punishment

Corporal punishment including, but not limited to: spanking, shaking, slapping, pinching, hair pulling is not permitted at Santa Clara Academy or in any Catholic schools of the Diocese of Dallas.

6.4. Disciplinary Procedure and Consequences

Santa Clara Catholic Academy believes that, in disciplinary situations, every attempt should be made to maintain the dignity of all persons. Students are guided and expected to solve the problems they create without making problems for anyone else. At Santa Clara, our discipline system is designed to support a positive, safe, and respectful learning environment for all students. We understand that students make mistakes as part of their growth, and we aim to address behavioral issues with both compassion and accountability.

All classrooms maintain a classroom management policy that clearly outlines student expectations for success and ensures that students are taught those expectations. When students do not meet class expectations, teachers first redirect, reteach, and support student

growth. Students are guided and expected to utilize conflict resolution skills to solve interpersonal conflict. In general, conduct infractions can be divided into 2 categories: conduct/actions which make the school environment unsafe or uncomfortable or those that prevent the individual or others from learning.

Our system recognizes different levels of offenses, with Level 1 being less serious but still disruptive (such as classroom disruptions, refusing to follow directions, or misuse of cell phones). Teachers are expected to respond promptly to these early behaviors with appropriate consequences, parent communication, and documentation. Despite initially being a level 1 offense, the behavior will be considered Level 2 on the 3rd documentation and escalate to involve administration.

If behaviors become more serious or persistent, administrators take a greater role in determining appropriate consequences and working directly with parents and staff to create a plan for improvement. For students who continue to struggle, we develop individualized behavior intervention plans to offer targeted support. More serious behaviors, such as stealing, using tobacco or e-cigarettes, or acts of violence, are immediately considered Level 2 or higher and are addressed immediately by administration. In all cases, we are committed to open communication between parents, teachers, and school leaders. While we respond to each incident with fairness and consistency, our ultimate goal is to help students learn from their mistakes and grow into responsible, respectful members of the school community.

Parents are expected to support the decisions of faculty and staff regarding planning and executing disciplinary/academic interventions. The principal reserves the right to exercise disciplinary action as she deems appropriate in any situation despite documentation and prior teacher response for any student.

6.5. Drugs, Alcohol, Smoking

In accordance with the City of Dallas smoking ordinance, smoking is prohibited in all school facilities and on the school campus by any persons, whether students, parents, or members of the community. Students found smoking or in possession of materials for smoking will be subject to disciplinary action at the principal's discretion.

Moreover, the promotion and the safeguarding of student health (physically, mentally, and emotionally) is a concern to our school. The use, misuse, and/or abuse of alcohol, drugs, and hazardous substances cause grave problems in the areas of student health and student stability. Many incidents of scholastic failure, school dropout, violence, tension, and suicide can be traced to alcohol and drug abuse.

Therefore, the following school policy is set forth:

a) Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that

directly involves the school or the welfare of members of the school community constitute grounds for expulsion.

b) When the principal, in consultation with appropriate school or other personnel, believes it is appropriate, students who are involved in the use or abuse of alcohol or controlled substances shall be provided with information regarding available substance abuse counseling and treatment resources. Additionally, the principal or counselor shall, when practical, notify a student's parents or other guardian or conservator when use or abuse of alcohol and/or other controlled substances is reasonably suspected. The school shall, when possible, refer the student and his/her parents, guardian, or conservator to resources known to the school for medical and/or psychiatric care, mental health and substance abuse counseling, and/or substance abuse recovery programs.

6.6. Expulsion Procedure

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. Misconduct committed by a member of the school community other than a student (including parents, guardians or other family members) can also significantly hinder a school's ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (including parents, guardians or other family members) may result in the expulsion of the student from the school when, in his or her sole discretion, the chief administrator determines that such action is appropriate. Provided that any applicable school and diocesan policies have been substantially followed, the decision to expel a student rests in the sole discretion of the chief administrator of a school.

6.6.1. Procedure for Expulsion

Circumstances giving rise to expulsion can arise and unfold quickly. The chief administrator's primary duty in such situations is to protect the school community. No student or family has any right to the application of a particular procedure before or in connection with the expulsion of a student. Nevertheless, the following process can serve as a general guideline when, in the chief administrator's discretion, circumstances warrant:

When practical, the pastor of a parochial elementary school and the chief administrator of a diocesan school should be apprised of the circumstances of a potential expulsion before the decision to expel is implemented;

When circumstances permit, before the decision to expel is implemented, the student's parents should be advised of the potential for expulsion and a summary of the grounds for expulsion.

The student and his or her parents should be invited to a conference with the school's chief administrator. In parish schools, the local pastor should be advised of the scheduled conference. In diocesan schools, the chief administrator should be advised of the scheduled conference. At the chief administrator's discretion, this conference may be held before or after the decision to expel is implemented.

The final decision to expel a student rests with the school's chief administrator and will not be reviewed except to ensure compliance with any applicable pre-expulsion procedures. In parochial elementary schools, the pastor should be consulted. In diocesan schools, the chief administrator should be consulted.

6.6.2. Grounds for Expulsion

Any instance or course of misconduct may, at the sole discretion of the school's chief administrator, be sufficient grounds for expulsion. In many cases, it is appropriate to attempt to correct the problem behavior through less severe disciplinary measures. In other cases, however, the school's chief administrator may determine that expulsion is the appropriate sanction for misconduct that has not previously resulted in probation, suspension, or other discipline.

Examples of such severe misconduct include but are not limited to:

- a) Actions gravely detrimental to the moral and spiritual welfare of other students;
- b) Incurable or disruptive behavior which impedes the progress of the rest of the class;
- c) Assault, battery, or any threat of force or violence—whether intended in jest or not—directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities;
- d) Habitual or persistent violation of school regulations;
- e) Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community;
- f) The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage;
- g) Use or possession of firearms or other potentially harmful objects or weapons;
- h) Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs;
- i) Theft, extortion, arson;
- j) Habitual truancy;
- k) Malicious damage or destruction of real or personal property at school;
- l) Hazing;
- m) Serious bullying and/or harassment;
- n) Conduct which may damage the reputation of the school or parish;
- o) Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child; and

- p) Use of social media in such a manner as constitutes bullying or online harassment or which causes another student or member of the school community to fear for the safety of any member of the school community.

Additionally, off-campus misconduct may result in expulsion, especially when it is related in some way to the school community because it is directed towards a member of the school community, directly or indirectly involves multiple members of the school community, or may negatively impact the school's reputation in the community.

6.6.3. Tuition and Fees

Prepaid tuition and fees are not refunded if a student is expelled. If a student is expelled before tuition or fees would ordinarily come due, the family of an expelled student shall be excused from further payment.

TUITION AND FEES SCHEDULE 2027–2028

New Student Enrollment Fee (Non-Refundable)

- \$150 per student — non-refundable.

Returning Student Enrollment Fee (Non-Refundable)

- \$200 per student if paid by April 2, 2027.
- \$300 per student if paid on or after April 3, 2027.

The returning student enrollment fee is non-refundable once paid.

Tuition Refund and Withdrawal Policy for Returning/Re-Enrolled Students

For students who are re-enrolled or returning for the 2027–2028 school year, the returning student enrollment fee is non-refundable.

If a student withdraws from the school after June 30, 2027, any tuition paid through June 30, 2027, is non-refundable. No refund or credit will be issued for tuition payments made through June 30, 2027, regardless of the reason for withdrawal.

Additional Fees for New and Returning Students

There may be fees for specific activities such as sports, graduation, extracurricular activities, field trips, and other special activities. Participants in those activities will be notified of any required fees.

The Registration and Tuition Schedule does not include the cost of uniforms, lunch, or aftercare.

6.7. Grievance Policy (Parents)

In keeping with the Catholic Church's teaching of subsidiarity, students, parents, guardians, teachers, and staff are encouraged to address a situation at the level at which the situation occurs. Persons having a concern with another individual should go directly to that person. The principal may become involved after other steps have been followed.

The Diocese generally supports a collaborative approach to resolving parental concerns or complaints regarding school employees.

Accordingly, such concerns or complaints should generally be addressed to the affected employee first to allow an opportunity for open communication and direct problem-solving.

- If the concern or complaint cannot be resolved directly with the affected employee, it should be presented to the employee's supervisor (or the chief administrator), preferably in writing.
- If the complaint or concern is escalated to the supervisor or chief administrator, the affected employee will be notified of the concern or complaint and provided an opportunity to provide explanation and additional information.
- In parochial schools, the decision of the chief administrator as to resolution of the concern or complaint—acting in concert with the pastor when necessary—shall be final.

6.8. Harassment

Santa Clara Catholic Academy is committed to a policy of non-discrimination within all school programs and activities. Harassment of employees or students is not condoned in a Christian environment and is strictly prohibited at Santa Clara Catholic Academy. All allegations of harassment will be taken seriously and promptly investigated.

Harassment may include, but is not limited to:

- offensive derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation
- threatening or intimidating conduct
- offensive jokes, name calling, slurs or rumors
- physical aggression or assault
- display of graffiti, printed material, or computer generated online material promoting racial, ethnic or other negative stereotypes
- other kinds of aggressive conduct such as theft or damage to property.
- threats and demands to submit to inappropriate requests as a condition of continued employment, grades, other benefits, or to avoid some other loss, and offers of benefits in return for inappropriate favors.
- retaliation for having reported or threatened to report harassment.

6.8.1. Reporting Harassment

Reports of bullying, harassment, or other threatening behavior shall be made as soon as possible after the alleged act or knowledge of the alleged act. Failure to promptly report may impair the administrator's ability to investigate and address the prohibited conduct.

6.8.2. Sexual Harassment

Sexual harassment of a student may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under a variety of conditions.

- a) Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets.
- b) Written/Electronic Harassment: Suggestive or obscene letters, emails, blogs, posts, text messages, tweets, notes, or invitations. Includes computer-generated posts online.
- c) Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.
- d) Visual/Electronic Harassment: Leering, gesture, display of sexually suggestive objects or pictures, posting pictures, cartoons, posters, or any other type of electronic messaging.

6.9. Lockers

Lockers remain under the jurisdiction of the school even when assigned to an individual student. Students assigned to a locker have exclusive use of that locker, but the locker remains the property of the school. SCCA reserves the right to inspect any locker at any time on suspicion of a threat to the health, welfare, or safety of the school. SCCA teachers and staff have the right to protect the health, welfare and safety of students against alcohol and drugs, weapons, and other contraband materials. It is necessary that a search be reasonable and related to the employee's official duties.

6.10. Off-Campus Conduct: Sports/Extracurricular/Field Trips

SCCA students are always representing the school. The behavior expected during the school day is also expected at other school functions or events outside of school. During school-sponsored events, students are always to remain within sight and sound range of supervising adults for safety purposes. Students who perform negative acts during school-sponsored events and non-school activities outside of the school day that reflect negatively upon SCCA may receive disciplinary action at the discretion of the Principal.

6.11. Probation

At the sole discretion of the principal, a student may be placed on probation for conduct that, in

the principal's judgment, merits probation. Such conduct may take place on campus or off campus and may include, but is not limited to, relatively serious violations of school rules and continued misconduct after a warning.

A student has absolutely no right to probation before more severe disciplinary action is taken, up to and including separation from the school. When a student is placed on probation and when the principal deems it appropriate, the following procedure will be implemented by the principal or designee:

- a) A formal probation must be approved by the principal
- b) A conference with parents, students, and school administrators shall be held.
- c) When a student has been placed on probation, the parents or guardians shall be informed in writing of the reason for the probation, the length of the probationary period, and the conditions under which the probation will be lifted.
- d) A written record of student probation shall be kept for reference should more serious action become necessary at a later time. Effort should be made to assist the student through constructive counseling in order to forestall further sanctions.

6.12. Search and Seizure

The school may inspect personal possessions of students, including backpacks, school computers, school emails and Google accounts, and digital memory devices for valid reasons. Searches of lockers or personal possessions must be conducted by a faculty/staff member and witnessed by another faculty/staff member.

The school retains the right to seizure and disposal of any contraband items that interfere with safety or student learning.

6.13. Suspension

At the sole discretion of the principal, a student may be placed on suspension for conduct that, in the principal's judgment, merits suspension. Such conduct may take place on campus or off campus and may include, but is not limited to, serious violations of school rules and continued misconduct after a warning. A student has absolutely no right to suspension before more severe disciplinary action is taken, up to and including separation from the school.

6.13.1. In-school Suspension

In school suspension may include but is not limited to:

- a) The student may attend class but lose the right to participate in any school activity on or off campus.
- b) The student may be suspended from a particular class and required to report to a specific place on campus during that time.

6.13.2. Out-of-school Suspension

The student may be sent home for the entire period of suspension provided that the student is assigned academic work to make up for the loss of class time.

While in Out-of-School Suspension (OSS) the student will not attend school or any school functions. During an OSS, the student will be expected to make up all daily work, quizzes, and or tests within one day's time upon their return. Teachers may provide work to be taken home during this period and the student is expected to complete all tasks on a timely basis. The administration will also assign work that will be due upon returning to school. While in OSS, the student is ineligible to participate in any school activity, including practice for any extra-curricular or athletic event.

Parents are required to accompany the student to school, following an OSS, for a re-admittance conference with the Principal. OSS conferences will not occur until the suspension has been served

6.13.3. Procedures for Suspension

Except when the principal determines that immediate suspension is necessary, the steps listed below should be followed and, when practical, to minimize the opportunity for misunderstanding, the school shall document each step below in written communication to the student's parents. Use of the procedure below, however, is within the sole discretion of the principal, and no student has any right to the use of any or all of the procedure below in a particular case.

- a) The student may be given oral or written notice of the charges against him/her, and a fair opportunity to present his/her side of the story before the suspension is imposed. If, however, suspension is imposed before such notice takes place, the student should be given the opportunity to present his/her viewpoint on the situation to the chief administrator in writing.
- b) Parents should generally be advised of a suspension by telephone and/or by a written notice from the chief administrator or designee.
- c) When a student is suspended, the principal shall document the grounds for suspension, a summary of the facts leading to the suspension, any conferences with the student and/or his/her parents, and the means by which final notice of suspension was provided to the student and his/her parents.

The length of any suspension is left to the discretion of the principal in accord with the nature of the conduct and all circumstances. A student may be afforded an opportunity to do make-up work, (including tests). Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the student and parents should clearly understand the possibility of future expulsion if behavior is not corrected.

6.14. Termination of Enrollment Due to Behavior

A student's enrollment may be terminated in accordance with the policies set forth in this

Handbook.

If the school decides to terminate enrollment in light of parent or guardian behavior, a discipline situation, or as a way to help a student avoid embarrassment or unnecessary hardship, the school has an obligation to inform other Diocesan schools about the termination action.

The principal, in consultation with the Superintendent, will determine what information is pertinent to a situation and ensure that information is shared with any receiving Diocesan schools.

Parents should be aware that termination as a result of financial issues, legal issues, moral turpitude, or other serious reasons can and will be shared with other diocesan schools, and may also be shared with non-diocesan schools if permitted by law.

6.15. Violations Resulting in: Detention/Suspension/Expulsion

See the section “Expulsion” above for grounds for expulsion.

7. Emergency Crisis Procedures

Santa Clara of Assisi Catholic Academy takes its responsibility for the safety of its students, teachers, staff, and parents seriously. SCCA cannot release a student while there is an outside threat from weather, natural disasters, or criminal/terrorist activity. In the event that the Crisis Management Plan has been activated, it is imperative that parents do not attempt to remove their children from the school until the Principal has determined that it is safe to do so. Once a Crisis Response Protocol is activated, parents will be notified.

7.1. Fire and Tornado Drills

The school conducts fire drills once a quarter. The school also conducts tornado drills as required.

7.2. Lock Down/Lock Out

The school conducts lockdown and lockout drills with students to ensure that they are ready for any emergency situation. Lockdown drills take place once a semester. Santa Clara follows the Guidance of the “I love you Guys” foundation for emergency situations. Full details of our lockdown / lockout procedures are listed in the school’s Crisis Management Plan.

8. Field Trips

Field trips are part of the curriculum and are planned to enrich students’ educational and cultural experiences. All field trips must be approved in advance by the Principal and the educational value of the trip must justify the time, distance, and expense involved. All field trips must be approved by the Principal before any publicity, collection of funds, or distribution of forms occurs. Field trips are scheduled during regular school days and are limited to locations within

the Dallas–Fort Worth (DFW) area. Field trips are considered an extension of the classroom and an important part of the educational program. All students are expected to participate unless otherwise approved by the school administration.

- If a parent or guardian chooses not to allow their child to participate in a scheduled field trip, the student may not attend school that day.
- Field trips would not be possible without the generous help of parent volunteers who act as chaperones. A field trip is an educational experience for the class and is not intended to serve as special bonding time for parent and child. The children of parents who attend the field trip are required to follow the same directions and requirements as students whose parents do not attend. Therefore, they may not receive special privileges.
- Field trips provide valuable educational experiences and rely on the generous support of parent volunteers who serve as chaperones. The primary purpose of a field trip is to extend classroom learning through educational experiences. Chaperones are expected to assist teachers in supervising students and helping ensure a safe, orderly, and productive learning environment.
- All parent chaperones must complete the school's Safe Environment clearance requirements before participating in any field trip.
- To ensure adequate supervision and maintain the educational focus of the trip, siblings of students are not permitted to attend as part of the chaperone group.
- Some field trip destinations may include a gift shop. Whether students are permitted to bring spending money is at the discretion of the classroom teacher. The school, its employees, and volunteer chaperones are not responsible for lost or misplaced money or purchased items. Time spent in gift shops will be kept to a minimum so that educational activities remain the primary focus of the field trip.

8.1. Fees/Payment

8.1.1. Field Trips

Field Trip fees may be paid on FACTS. Amounts will be determined by costs associated with the trip including but not limited to admissions, transportation, and chaperones.

8.1.2. The Pines

The Pines Trip for 8th grade students is paid on FACTS. Parents are invited to make small deposits throughout the year. All fees must be paid two weeks prior to the student leaving for the trip. The amount for this trip will depend on camp, transportation, and chaperone costs.

8.2. Permission Slip

No student shall participate in a field trip unless a signed parent permission slip has been returned to school. A separate permission slip must be obtained for every field trip. Requests for parental permission will be accompanied by full details about the field trip.

8.3. Privilege, Not a Right

Participation in field trips is a privilege, not a right. The principal may exclude any student from participation in a field trip at their discretion due to student conduct or if it is determined that the student's participation would be a safety risk to themselves or others.

Likewise, parent participation as chaperones is also a privilege and not a right. All chaperones must be safe-environment cleared. Field trips may have space constraints for the chaperones, and not all chaperones might be able to attend.

8.4. Transportation

Transportation is provided by bus and all students are required to ride the bus to the activity. No parents or chaperones may ride on the bus.

Small groups of children may be supervised by an adult aide or school volunteer to nearby community or public resources (e.g., public library) as part of an extended lesson. All adults must be a safe environment cleared.

8.5. Overnight Trips

Students who attend overnight field trips or retreats (The Pines) are expected to stay for the entire duration of the trip. Only students who are ill will be allowed to leave early.

9. Financial Policies

9.1. Tuition

Tuition and fees are determined by the Principal and Pastor with consultation of the Santa Clara of Assisi Catholic Academy Advisory Board.

9.2. Financial Delinquency

A student's attendance at school and participation in extracurricular activities is conditioned upon the timely fulfillment of all financial responsibilities to the School. If a family fails to meet their financial obligations, the school reserves the right to exclude the student from class.

- Failure to meet such obligations for more than twenty-one (21) calendar days and/or two or more late payments in any school year may result in the termination of the student's enrollment at SCCA.
- In addition, enrollment for students whose tuition is delinquent after April 30 may be canceled for the upcoming year at the discretion of the school.
- In no event will the student be permitted to attend class at the beginning of the following school year unless the delinquency is paid in full or alternative arrangements are made with the Principal and/or Pastor.

Santa Clara of Assisi Catholic Academy desires to support families who have endured a financial setback or other difficulties that make paying tuition and other school-related costs difficult. Families who are experiencing such setbacks or are otherwise concerned about meeting their financial obligations are encouraged to contact the Principal or Director of Admissions, as soon as possible, preferably prior to falling behind in their obligations, to discuss alternate payment arrangements.

9.3. Penalties for Late Tuition/Fees

All fees and penalties were outlined through FACTS upon receipt of the payment plan and are fully supported by the school. Families are expected to follow the guidelines provided through FACTS, and the school will adhere to these terms in the administration of any applicable fees or penalties. Please refer to FACTS for specific details and updates.

9.4. Tuition Assistance

Limited tuition assistance is available for qualifying families with children in kindergarten through eighth grades.

- In order to be considered for tuition assistance, families must complete a FACTS Grant and Aid application online prior to December 18, 2026
- Families that complete their applications prior to December 18, 2026 will be able to submit their 2025 tax information instead of the current year.

The amount of assistance is limited, families who apply first tend to receive the largest awards. Families are encouraged to apply early and pay attention to deadlines.

Financial assistance forms are available on-line at www.factstuitionaid.com. Contact the Admissions Director for assistance.

9.5. Tuition Payment Options

In January, the tuition and fee schedule will be determined for the following academic year.

The school contracts with FACTS Management Company to collect, record, and deposit tuition payments.

Families may elect to pay tuition:

- In one installment due in May
- Two installments due in May and December
- 12 payments beginning in May
- 11 payments beginning in June
- 10 payments beginning in August

Tuition payments will only be accepted through FACTS Management Company. Families will receive instructions via email for enrollment information for the next school year in early January. It is the family's responsibility to enroll in the FACTS Tuition Payment Program to complete the registration process. Enrollment will neither be official, nor attendance granted until the agreement is completed.

9.6. Withdrawal Policy

If a parent wishes to withdraw their student from Santa Clara of Assisi Catholic Academy, the parent must notify the school office and complete an Exit Survey. All books and other school-owned materials must be returned. Upon request by the new school, a transfer form will be issued, and all school records will be mailed directly to the new school. Requests for teacher recommendation must also be made through the school office and mailed directly to the new school. Families may request a refund of unused tuition by emailing the school Office Coordinator. After the student is withdrawn and the request is received, the school will reimburse the family within 30 days.

Tuition Refund and Withdrawal Policy for Returning/Re-Enrolled Students

For students who are re-enrolled or returning for the 2027–2028 school year, the returning student enrollment fee is non-refundable.

If a student withdraws from the school after June 30, 2027, any tuition paid through June 30, 2027, is non-refundable. No refund or credit will be issued for tuition payments made through June 30, 2027, regardless of the reason for withdrawal.

10. Health

Accurate and complete health information is kept on all students. All student files include the following: emergency release forms, health history information, and immunization records. Parents of returning students need to inform the office of any updated information from their physician. It is necessary for parents to complete a new Emergency Release Form for each child in the family who is enrolled in the school.

10.1. Authorization of Consent to Treat a Minor

The Authorization of Consent to Treat a Minor is included in the appendices at the end of this handbook.

10.2. Accident/Injury

Accidents

If a student is injured and requires medical attention, every effort will be made to notify parents. The person indicated as emergency contact will be notified in the event that parents are

unavailable. Serious injuries will result in ambulance transport. All student accidents and injuries on school premises and at school sponsored events are to be reported to the School Office immediately. An accident report is to be completed by the witnessing adult.

School Nurse

SCCA does not have a nurse on staff. While staff members are trained to provide basic care and first aid, they are not professional medical personnel. In the event of an injury, parents will be notified if it appears serious or if there is any head injury, no matter how minor. Parents may opt to pick up their child from school or seek medical attention as needed.

Blood Borne Pathogens/First Aid Training/CPR

At the beginning of the school year, personnel receive blood borne pathogen training. Staff also periodically receive first aid, AED and CPR training.

Accident Insurance

Included in tuition, Santa Clara Catholic Academy provides each student with student accident insurance. This coverage is secondary when the student has health coverage under another insurance plan and primary when not covered under another plan. This insurance covers accidental injuries to students during school hours and at all school sponsored functions including sports, both on and off campus. This coverage is not health insurance. Insurance claim forms are available in the School Office. If an accident occurs, the school will complete the top portion of the Student Accident Claim Form and provide it to the parent. The parent will then complete the remainder of the form and mail it, along with all required attachments, to the insurance carrier directly at the address indicated on the form. All claims under the Student Accident are handled directly by the insurance carrier with the Parent/Guardian. Coverage is provided in accordance with the plan document and specific coverage terms and conditions.

10.3. Allergies: Seasonal and Food

10.3.1. Food Allergies

Teachers will inform parents if there is a student in their class with any food allergy – mild or life-threatening – along with the requirements for the allergic student to be safe. All parents agree to abide by the needs of the child with allergies. All families must report food allergies to the School Office so that it can be noted in the student's file.

10.3.2. Seasonal Allergies

If students have seasonal allergies that may interfere with normal activities they should notify the office coordinator and homeroom teacher of any accommodations that may be needed for the health of the student. Depending on the accommodations needed, the school may require a doctor's note.

10.4. Annual Health Screenings

State law mandates vision, hearing, acanthosis nigricans, and scoliosis screening of students. Screenings will be done unless parents provide documentation from a physician that testing has

been complete and the school has a written note from the parents that they do not wish for screenings to be done again.

10.5. Illness

Illnesses

In consideration of others, students are required to stay home from school if they are ill.

Providing rest at home will best comfort the student and facilitate a speedy recovery.

Please report all communicable diseases, including strep throat, chicken pox, pink eye, and skin diseases.

If a student has a fever, he/she must be kept out of school until fever-free for 24 hours.

Students will be readmitted to class 24 hours after fever, vomiting, or other symptoms have subsided.

Students may not attend school if they have:

- Oral temperature of 100 degrees or above within the past 24 hours
- Vomiting, nausea, diarrhea or severe abdominal pain
- Sore throat, acute cold, or persistent cough
- Red, inflamed, or discharging eyes
- Acute skin rashes or eruptions
- Swollen glands around jaws, ears, and neck
- Suspected scabies or impetigo
- Any skin lesion in the weeping stage, unless protected and diagnosed as noninfectious
- Earache
- Any other symptoms which are suggestive of acute illness
- Pediculosis (head lice) – The Diocese of Dallas has a no nit policy. Even after treatment with a prescription or over-the-counter shampoo, nits or eggs may remain. A student must be cleared through the school office before being admitted to class.

10.6. Immunizations

Every student enrolled in a Catholic school in the Diocese of Dallas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health (commonly known as the “Minimum State Vaccine Requirements for Texas School Entrance/Attendance”). Each year, every student must present evidence of the required immunizations from a physician or health care provider authorized to administer immunizations to the school before the first day of school. The immunizations must be current. A student who fails to present the required evidence shall not be accepted for enrollment.

Exceptions

There are no exceptions to the foregoing requirement unless the Principal of the school, in

conjunction with the Superintendent, asks the family to present a written statement signed by the student's physician (M.D. or D.O.) who is authorized to practice in the State of Texas, stating that:

- a) The physician has examined the student;
- b) The physician has determined that the student has either:
 - an allergy to the vaccination(s) identified in the statement and will suffer the severe allergic reaction(s) described in the statement;
 - An immunodeficiency described in the statement and will suffer a serious health risk(s), which is also described in the statement, if the student receives the vaccination(s) specifically identified in the statement; or
 - a neurological disorder described in the statement and will suffer a serious health risk(s), which is also described, if the student receives the vaccination(s) specifically identified in the statement; and, the student will pose no serious health risk to the rest of the school community if admitted to the school without receiving the identified vaccination(s).
- c) Exceptions under this policy apply only to the vaccine(s) specifically identified in the physician's statement as causing a severe allergic reaction or a serious health risk to the student.
- d) The physician's statement under this policy shall be in a form that is acceptable to the Superintendent of Catholic Schools of the Diocese of Dallas.
- e) Renewal physician statements must be obtained and provided to the school once every year, or when a student transitions between schools, whichever occurs first.

Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.

A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Conscientious Objections

Pontifical Academy for Life Statement regarding the use of vaccines:

The Pontifical Academy for Life rejects the claim that Catholics have a moral duty to refuse the rubella vaccine on the grounds of conscience and Catholic teaching. It encourages Catholic parents to vaccinate their children against rubella and other serious diseases despite the unfortunate origin of the cell lines used in the manufacture of vaccines. Therefore, immunizations are not in conflict with the Catholic faith.

10.7. Medical Appointments

See above section on absences and partial day absences. Parents should make every effort to schedule medical visits outside school hours.

10.8. Medication: Distribution and Use

Students requiring an asthma inhaler may keep it in their possession.

Medications

The parent of any student on a continuing medication regimen to be taken during school hours shall inform the school nurse or designated school official. If necessary, with parental consent, the school nurse or designated school official may communicate with the prescribing physician/nurse practitioner regarding the prescribed use, potential side effects and emergency procedures as indicated.

The school nurse or designated school official shall only administer medication(s) prescribed or directed for use by the specified student. Prescription medications must be in pharmacy-labeled prescription bottles or packaging, including student's name, dosage and directions for use. Non-prescription over-the-counter (OTC) medications must be in original packaging including directions for use and clearly labeled for the specified student.

A consent form to administer all prescription (physician/nurse practitioner-signed) and OTC (parent-signed) medications must be obtained, in accordance with TCCB-ED policy.

The following procedures will be implemented when receiving and dispensing medications:

- a) All student medications with appropriate forms must be given to and verified by the school nurse or designated school official, and recorded in the student's health record.
- b) Medications will be stored in a secure, locked location; with no more than a 1-month supply retained at school.
- c) Medications should be administered per label/package directions; or as otherwise directed in writing by the prescribing physician/nurse practitioner.
- d) Medications will be administered by the school nurse or designated school official and recorded in the student medication log. Students are not allowed to administer their own medications.
- e) At their discretion, the school nurse or designated school personnel may assist with reminding the student beginning a new medication regimen, until the student becomes familiar with the routine. However, parents should be informed that the school nurse or designated school personnel are not required to remind the students to take prescribed or as-needed medications.

Injections

School personnel will not administer injections, with the exception of an Epi Pen or equivalent. Should the need for an injection arise and be administered for life saving measures, the school will notify the parent, legal guardian, or emergency contact immediately following the incident.

When no one is available, the student will be taken to the nearest emergency hospital at the expense of the parents.

Texas Senate Bill 579 allows private schools to stock epinephrine auto-injectors in the event of an anaphylactic emergency resulting from a severe allergic reaction. The Diocese of Dallas Catholic Schools Office requires all diocesan schools to stock epinephrine auto-injector devices on campus. School employees are trained in epi-pen administration.

11. Library

11.1. Check Out Books

PreK visits the library for enrichment. Kindergarteners check out books at the librarian's discretion. 1st-4th graders may check out one book at a time. Grades 5th-8th may check out two books at a time.

11.2. Hours

Each class visits the library periodically each quarter.

11.3. Fines

The office will notify the parent if their child is missing books. Parents will be given a deadline to return the book, or the book will be billed on FACTS. Once the book is billed on FACTS, the payment will be pulled two weeks later. If the book is returned before the payment is pulled, then the fine can be cancelled. Once the payment is pulled, it can not be refunded even if the book is found, so the book becomes the property of the family.

12. Lunch

12.1. Lunch

Students may bring lunch from home or purchase a hot lunch at school. The school will not serve breakfast during the 2026–2027 school year.

Parents may join their child for lunch in the cafeteria on Fridays only. For the safety of our students and staff, all parents must enter through the main entrance, sign in at the front office, and obtain a visitor pass before proceeding to the cafeteria. Additional information is available in the Visitor Guidelines in Section 14.

12.2. Lunch Fees

The cost of a student lunch is \$5. Parents are encouraged to pay lunch fees on FACTS. If parents would like to pay ahead for lunches, they can contact the school office to make arrangements. A “Lunch” deposit account is available where parents are able to apply funds as needed.

12.3. Free/Reduced Lunch Program

SCCA participates in the National School Lunch Program and provides eligible students with free or reduced price meals. Families who wish to apply should contact the school office for information about eligibility, the application process, and any applicable charges.

12.4. Microwave Use

A microwave is available in the cafeteria for use by students at lunchtime. Students are expected to comply with cafeteria rules regarding use of the microwave. The cafeteria manager reserves the right to suspend use of the microwave by students if they do not follow the rules, in which case they would need to bring any food to the cafeteria manager to be microwaved by her after all students have gone through the food line.

12.5. Ordering

Students inform their teacher in the morning if they would like to purchase hot lunch. The lunch count is taken each morning, and parents are billed monthly. Lunch menus are sent out ahead of time. However, meals are subject to change without notice depending on food availability.

12.6. Outside Food

Parents and guardians may bring a forgotten lunch from home to the school office. However, fast food may not be brought or delivered to students during the school day. Orders from third party delivery services will not be accepted. Exceptions may be approved in advance by the administration for special occasions or school celebrations.

13. Miscellaneous

13.1. Child Abuse Law: Mandated Reporters

Under Texas law, any person who has cause to believe that a child’s physical or mental health or welfare has been adversely affected by abuse or neglect by anyone must immediately report the possible abuse or neglect. Additionally, professional school and child care personnel (including but not limited to teachers and daycare workers) must make the required report within

48 hours of suspecting the abuse or neglect. Reporting should be made to the Texas Department of Family Services hotline at 1-800-252-5400, or via the website at www.txabusehotline.org. Because of the potential for subsequent legal proceedings, an employee of a diocesan school who reports abuse or neglect under this policy must advise the school administrator and provide the Superintendent of Schools Office and Safe Environment Director a copy of the completed report immediately after filing the report. Additionally, as soon as the employee receives the follow-up from the appropriate authority, he/she is to forward the information to the Superintendent of Schools and Safe Environment Director.

Suspected abuse or neglect includes:

- physical injury or injuries inflicted by other than accidental means by any person,
- sexual molestation,
- neglect occurring from deprivation of necessary food, care, clothing, shelter, or medical attention,
- infliction of physical or mental suffering.

Mandated reporters are immune from civil or criminal liability for reporting in good faith a known or suspected child abuse.

Failure to report suspected abuse or neglect in accordance with this section is a Class A misdemeanor.

13.2. Social Events: Parties, Dances

SCCA students are always representing the school. The behavior expected during the school day is also expected at other school functions or events outside of school. During school-sponsored events, students are always to remain within sight and sound range of supervising adults for safety purposes. Students who perform negative acts during school-sponsored events and non-school activities outside of the school day that reflect negatively upon SCCA may receive disciplinary action at the discretion of the Principal.

Parties

The intention of classroom parties is to provide students the opportunity to celebrate a specific occasion together in an appropriate manner within the classroom setting. Parents may be asked to provide refreshments or some support for parties during the year. All parties must be coordinated with the classroom teacher.

After School Social Events

Social events will be adequately supervised, adjusted to the level of maturity of the students, limited to avoid conflicts with family or religious obligations of students, and maintained at a reasonable expense. The school will ensure adequate supervision at all school-sponsored events and will, when practical, advise parents whether an event involving a large number of students is sponsored by the school. Santa Clara Academy is not responsible for supervising, controlling access to, or monitoring behavior at any event that is not school-sponsored.

At least one member of the faculty or staff will be present during the full time of a school-sponsored social event. In appropriate circumstances, a Safe Environment-cleared parish employee may fulfill this requirement. Additional supervision necessary for the number of student participants will be provided by other staff and adults, who are Safe Environment cleared, experienced in dealing with students, and who will take an active part in supervision.

13.3. Birthdays

Birthdays are a special time for students and SCCA wishes to acknowledge them in a manner that does not disrupt class time.

- Student birthdays are announced during morning announcements
- The birthday student receives a FREE DRESS DAY PASS
- The birthday student may distribute small, individual treats for their entire class during the lunch period. However, it is preferred that parents prepare any birthday treats in individual wrappers to be taken home at the end of the day. That way all parents may be aware of added sugars. Non-sweet birthday treats are preferred at school, such as “treat bags” containing small toys, etc. due to the effect of excessive sugar on behavior and health.
- Non-school sponsored party invitations may not be distributed at school unless everyone in the class is invited to the party.
- No special gifts (balloon deliveries, limos, entertainers, etc.) are allowed.
- Deliveries of gifts will be held in the school office until dismissal.
- Parents are expected to notify the teacher at least one day in advance of any plans to bring in treats for their child’s birthday.
 - Only send small, individual, easy to serve treats such as cupcakes or cookies, not a cake that must be sliced as we do not want to put any task on teachers during their lunchtime.
 - Please send all necessary napkins and or utensils

13.4. Preschool Policies

SCCA Preschool follows the same policies as the rest of the school. However, there are some policies that are specific to the needs of the youngest students:

Toileting

All students are expected to be completely toilet trained prior to the beginning of the school year. Teachers do not help students with toileting tasks. If a student has an accident, the parent is called, and the child is taken to the school office to wait for the parent to arrive to assist the child.

Biting

The results of one child biting another can be serious. If a child bites, the parents of the child who bites and the child who is bitten will be notified. After the first incident, the child who bites will receive a warning. Further incidents will result in the child being sent home. The school will

work with the parents to help the child discontinue this behavior. If the behavior continues, the parents will be required to withdraw the child from SCCA.

Snacks

PreK students have daily snack time. The PreK teacher will provide information to parents.

Clothing

Parents of preschool children are required to send a complete change of clothes for their child. If possible, this includes a pair of inexpensive shoes. This change of clothing should be something that the child can manage alone.

13.5. Reports to and Cooperation with Law Enforcement

See Appendix B, Section 2.

13.6. Retreats

Santa Clara strives to help its students grow in their faith lives and relationships with Christ. To further this end, students making their first communions and confirmations both participate in retreats during their preparation for those sacraments.

13.7. Religious Formation

Students receive religious instruction and formation daily. Students attend Mass on holy days of obligation and weekly on Fridays. Classes take turns planning the liturgy.

Students are encouraged to participate in the Mass and have opportunities to cantor, serve, bear gifts, and lector.

The school participates in para-liturgical services, praying the Divine Mercy Chaplet, the Rosary, participating in adoration, May Crowning, and the Stations of the Cross during Lent. Students are also given the opportunity to receive confession during the year.

Students pray frequently as a class during the day: early morning, before lunch, etc. They are also encouraged to pray individually.

Students in 2nd grade receive the sacraments of Reconciliation and the Eucharist. Students in 8th grade receive Confirmation.

All students, Catholic and non-Catholic, participate in religion classes, prayer, and liturgical services.

13.8. School Calendar

Parents will receive a monthly calendar with specific dates of events and reminders for the upcoming month with more advanced notice for major events.

13.9. Use of School Grounds

13.10. Safe Environment and Security

Closed Campus and Building Access

To protect student safety and preserve an orderly learning environment, Santa Clara is a closed campus. Access to the school building is granted only through the secure main entrance. All parents, guardians, and visitors must report directly to the school office, present a valid photo ID, sign in, and wear an issued visitor badge while on campus.

Parents and guardians may not enter classrooms or visit with students during the school day unless the visit has been scheduled in advance and approved by the administration. Unscheduled classroom visits create a safety concern, interrupt instruction, and disrupt the learning environment for teachers and students.

Parents who need to speak with a teacher must schedule a conference rather than going directly to the classroom. Parents attending an approved meeting, volunteering, or participating in a scheduled school activity must first check in through the school office.

After school hours, all requests to enter a classroom or another area of the school must also be made through the school office.

Safe Environment Training and Criminal History Background Checks

All personnel are required to participate yearly in Diocese of Dallas Safe Environment training. Parents who wish to participate in school activities including field trips or classroom parties must be Safe Environment cleared. Parents are cautioned to apply for clearance at the beginning of the school year, as it takes time to have diocesan background checks and reference checks completed. The Safe Environment program is required by the Diocese of Dallas and no alternatives or exceptions are allowed.

Weapons

Weapons are not allowed on the school campus.

13.11. Santa Clara of Assisi Catholic Academy's Name and Logo

The school's name and logo are the property of Santa Clara of Assisi Catholic Academy. All logos and images associated with Santa Clara of Assisi Catholic Academy and its associated entities are for the sole use of the school. The logos, insignia, and images may not be reproduced, duplicated, or altered without express written consent from school administration. This includes the school logo and athletic logos, as well as images from the school website. Independent use of any of these logos and images on sports team uniforms, paper goods, clothing, decals, monogrammed or imprinted items, etc. is prohibited.

14. Parents

14.1. Communication Between Parents, Teachers, Administration

Contact Information and School Communication

SCCA must maintain current and accurate contact information for every family. Parents and guardians are responsible for providing the school with a current telephone number, email address, mailing address, and emergency contact information. Any changes must be reported promptly to the school office.

The school must be able to reach a parent, guardian, or authorized emergency contact within two hours when an urgent situation occurs. If the school is repeatedly unable to reach the individuals listed, the parent or guardian may be required to meet with the administration and provide updated contact information.

Official communication between the school, parents, and teachers will be conducted through the FACTS Family Portal. All parents and guardians are responsible for activating their FACTS account and regularly reviewing messages, announcements, grades, attendance information, and other school communications.

School Website

Santa Clara of Assisi Catholic Academy's website is www.santaclaraacademy.org

Newsletters

- School newsletters are emailed monthly
- Grade level updates are emailed weekly
- Parents and students are responsible to read and know the information distributed by the school and their child(ren)'s teacher(s) via email, newsletters, etc.

FACTS Family Portal

The school uses FACTS Family Portal to provide communication services to families. A private and secure portal which allows access to grades for students in 1st – 8th grades, surveys, and payment of incidental fees.

FACTS Family Portal Access

- Provide SCCA with a current email address.
- Go to <https://sis.factsmgt.com/> and click Logins.
- Click FACTS Family Portal Login.
- Enter the District Code "SCA-TX."
- Click "Create New Account."
- Enter email address for an introductory email to be sent.
- Click to change password" link. This link is only valid for 30 minutes. • A web browser displays Name and ID.

- Enter a User Name and Password. Confirm the password.
- Click “Save Password.” A message will display at the top of the browser, “User Name/Password successfully updated.”

School Phone

- Students are permitted to use the school phone with the permission of the Principal, a teacher, or the school office personnel.
- Communication with students by parents during school hours should be made through the school office. The office staff is available to help in an emergency. Please limit requests for messages to be delivered to the student in emergency situations. Changes in carpool arrangements should be made before the student arrives at school.
- Student/Parent communication via cell phone is not permitted without the explicit permission of SCCA staff.

Impromptu Parent/Teacher Conferences

Santa Clara of Assisi Catholic Academy desires to maintain open and ongoing dialogue between the home and school. However, the school requests that parents refrain from seeking impromptu conferences with a teacher for the following reasons:

- The most important responsibility of the entire SCCA staff is the direct supervision of students. It is not possible to provide students safe supervision while talking with another adult.
- A parent’s concern deserves the full attention of the teacher. It is difficult for a teacher to give that attention if distracted.
- Matters regarding parent concerns of their child should be handled in confidence. Parents are requested to send their child’s teacher an email or call the school office to arrange a meeting.

Scheduled Parent/Teacher Conferences

- Parent/Teacher Conferences are required at the end of the first quarter. The purpose of these conferences is to provide students, parents, students, and teachers the opportunity to plan and work together for the success of the student. Teachers will notify parents if students are required to attend the conference.
- Teachers are available to parents on an individual basis as well. Either teachers or parents may request a conference and they should communicate directly with each other to set up such a conference.

14.2. Custody and Family Law Issues

See Appendix B, Section 1.

14.3. Grievance Process

See section 6.7 in “Discipline.

14.4. Parental Cooperation and Behavior

In keeping with the Christian nature of the school, the highest standards of conduct and respect are always expected of both students and their parents. Any student who does not abide by SCCA rules, or whose conduct is such that the learning process or welfare of the other students is adversely affected, is subject to the disciplinary rules listed herein. These same standards and rules apply to parents. All members of the school community, including parents, guardians and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's sole discretion, the failure of a student's parents, guardians or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student.

14.5. Parents' Role in Education/Parents as Partners

In Catholic education, parents are recognized as the primary educators of their children, especially in matters of faith and moral development. Their role includes nurturing the spiritual life at home, reinforcing values taught at school, supporting their child's learning, and maintaining open communication with teachers. School personnel, in turn, are entrusted with providing academic instruction, fostering spiritual and character formation within a Catholic framework, and creating a safe, respectful learning environment. Together, parents and school staff form a partnership rooted in shared faith and mutual responsibility, working collaboratively to guide students in growing academically, socially, and spiritually in the light of the Gospel.

14.6. Reimbursement for School Costs and Attorney's Fees

See Appendix B, Section 4.

14.7. Safe Environment

In accordance with the policies of the Diocese of Dallas, all volunteers, visitors, and any adults who wish to be present around students—whether during school hours, field trips, classroom events, or extracurricular activities—must complete Safe Environment Training and have an up-to-date background check on file. No one may volunteer or interact with students in any capacity until this requirement is fulfilled. This policy ensures the safety and well-being of all children in our care and reflects our shared commitment to providing a secure, Christ-centered environment. See the office coordinator for details about the training.

14.8. Termination of Enrollment

See sections on admission and enrollment for details.

14.9. Termination of Enrollment Due to Parental Behavior

All members of the school community, including parents, guardians and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the chief administrator's sole discretion, the failure of a student's parents, guardians, or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student. Except in cases of severe misconduct which may jeopardize the safety or security of another member of the school community, the chief administrator should provide one written warning to the parent involved before suspending or expelling a student for parental misconduct.

14.10. Visitors: Lunch, Recess, Library, etc.

For the safety of our students and staff, all visitors and volunteers must enter through the main entrance and report directly to the school office. Each visitor must:

- Sign in and out at the school office.
- Present a valid photo ID.
- Receive approval from the school office before entering the campus.
- Wear the issued visitor badge where it is clearly visible at all times.

Visitor badges are valid for one day only and must be returned to the school office before leaving. Visitors must complete the sign in process and receive a new badge each time they visit.

Parents may join their children for lunch in the cafeteria on the 3rd Friday of the month only. Parents must first sign in at the school office and receive a visitor badge. Parents without a visitor badge will not be admitted to the cafeteria or other areas of the campus.

For student and staff safety, students and employees may not open exterior doors or provide access to anyone who has not been admitted through the school office. Violations of this safety procedure will be addressed by the administration.

Santa Clara Catholic Academy reserves the right to deny or revoke access to school property when necessary to protect the safety, security, and orderly operation of the school.

14.11. Volunteering

All families are expected to volunteer 30 hours per year: 15 hours for the fall semester and 15 hours for the spring semester. We much prefer and encourage families to complete the actual hours. Otherwise, staff members will be left with the burden of work on top of their usual hours and their own dedicated volunteer hours. However, should a family be unable to fulfill all the hours, they may contribute \$15 per hour, for up to 10 of the hours per semester, in lieu of the volunteer hours. Keep in mind, this means that 5 hours of each semester are required and cannot be substituted for the fee. Billing for fall hours will be due Dec 17. Billing for spring hours will be due May 21.

Parents are encouraged to volunteer in-person as much as possible in order to live out the motto of our patron: "Love God, Serve God." Parents may earn volunteer hours by:

- Volunteering as room parents
- Helping with the garden and landscaping
- Helping with campus maintenance and improvement projects
- Helping teachers prepare class materials such as by cutting and laminating
- Coming in to help in the classroom as needed and requested by the teacher
- Helping with Sunday kitchens and other fundraising events
- Promoting the academy after Mass at neighboring parishes on scheduled dates
- Attending Home and School Association meetings and helping with events
- Attending certain parent education nights
- Volunteering to coach student sports teams
- Volunteering to organize and conduct after school clubs or activities for students
- And more! We invite you to take initiative and be creative in suggesting ways you can serve our community

It is the intent of Santa Clara of Assisi Catholic Academy to fully comply with all applicable Safe Environment policies of the Diocese of Dallas and Santa Clara of Assisi Catholic Community.

- All visitors and volunteers (including a student's parent, guardian, or other relatives) entering the school must first report to the school office and sign in. No one may proceed directly to a classroom or cafeteria.
- All volunteers must be cleared through Safe Environment prior to volunteering with students.

Santa Clara of Assisi Catholic Academy welcomes volunteers from our parish community. Those wishing to volunteer time and energy are encouraged to contact the Santa Clara of Assisi Catholic Academy office.

14.12. Fundraising

All fund-raisers must have prior approval of the Principal preferably prior to the beginning of the academic year. Students may not solicit funds for any reason not pre-approved by the

administration. This includes personal gain gifts and solicitation for organizations not sponsored by Santa Clara Catholic Academy.

All families must participate in all required fundraising. Families who do not want to participate in any fundraiser have the option to opt-out and be billed through FACTS. The yearly fundraising calendar is as follows. If the fundraiser is mandatory, then the amount required is listed.

- **Jamaica Raffle Tickets – August to September – \$50 - mandatory**

The school participates in selling raffle tickets for the parish Jamaica festival. The tickets are due at the end of September. Each family will be given one book of tickets to sell. Each book has 5 tickets for \$10 each. Families must turn in the \$50 by the due date or they will be billed through FACTS. Days are scheduled at Santa Clara after Mass and at other local parishes when families can go to sell their tickets.

- **North Texas Giving Day – September 17th – *optional but encouraged***

We encourage all families to participate in North Texas Giving Day. This is our annual fundraiser for all friends, families, and alumni of Santa Clara to show their support for our school. High numbers of participating families on North Texas Giving Day helps us attract more donors to support our school. We encourage all families to donate and share with friends and family. Donors are more likely to give if they see that our families are committed. 100% of all donations come directly to the school and incentives are given to the class with the highest participation.

- **Catholic Raffle Tickets – mid-November through early January – \$100 of tickets - mandatory**

The school participates in the Catholic Raffle Ticket fundraiser. One person from our tickets sold receives a grand prize of \$1,000, and there are smaller prize baskets as well for ticket winners. Then from tickets sold by both our school and neighboring schools, grand prize winners of \$20,000 are chosen. Each family must sell 20 tickets (4 booklets) for \$5 each, or they will be billed through FACTS.

- **Spring Dance King and Queen – end of January through mid-March – *optional***

One boy and one girl from each grade level are chosen by their classmates as the King and Queen to raise money on behalf of their class for the school. The class that raises the most money is crowned as the school King and Queen at the Spring dance. Parents who do not want their child to be chosen because they do not want to fundraise will be given the chance to opt out. Rules and requirements for the Spring dance fundraiser will be given in the Spring. Hours spent fundraising for the Spring Dance can count towards the families' required volunteer hours for the semester.

15. Technology

15.1. Acceptable Use Policy

Santa Clara is proud to offer all students access to its secured internet. Student internet usage is monitored on the Chromebooks via GoGuardian. All student internet history and usage on the chromebooks is able to be seen by school staff and there is no expectation of student privacy. The internet is provided for students to conduct research and communicate with others. Access to these services is given to students who agree to act in a considerate and responsible manner.

Students are responsible for good behavior on the SCCA secured internet just as they are in a classroom. General school rules for behavior and communications apply. Access to the internet includes responsibilities. Students may not:

- Use the network or internet to harass, insult, or attack others.
- Access another student's work: altering, moving, or deleting another student's work.
- Enter social network sites, chat rooms, or send social emails.
- Willfully damage computers, software, computer systems or networks.
- Place a pencil, pen, or other material on the keyboard or screen of a laptop.
- Use the internet to plagiarize or violate copyright laws.
- Employ the internet for commercial purposes.
- Deliberately access or display offensive and/or obscene messages or pictures.
- Use computers to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.
- Download software from the internet without the permission of the teacher;
- Access the internet without permission from the teacher.
- School technology is made available for educational purposes only and games are not allowed.

Consequences of Violation

Violation of the policies and procedures of Santa Clara of Assisi Catholic Academy concerning the use of computers and networks will result in disciplinary action that may result in, but is not limited to:

- Students may lose computer privileges/Internet access. Length of privilege suspension will be determined by the administrator/teacher.
- A student will be removed from class and may be recommended for in-school suspension.
- Termination of enrollment may be considered in flagrant violations that blatantly corrupt the educational value of computers and the Internet, or instances when students have used SCCA Internet access to violate the law or to compromise another computer network.

Santa Clara of Assisi Catholic Academy School has taken precautions to restrict access to controversial materials and does not assume responsibility for inappropriate materials acquired through the internet while at the school.

Please see the attached Internet School Safety Policy and COPPA release forms for additional information.

15.2. Cell Phone Policy

Students are strongly discouraged from bringing cell phones and other electronics to school. They are not allowed to use cell phones on the school premises, during extracurricular activities, or on field trips unless under the direct supervision of a teacher or school approved chaperone. Students who bring their cell phone (or other electronics) to school must turn it off before entering the building and leave it in their backpack.

- Students are not allowed to use their cell phones while on campus. This includes during morning drop off and afternoon pick-up.
 - All arrangements for pick-up or afternoon activities should be made between parents and children before they are dropped off for school.
 - If there is an emergency or situation that requires a student to be notified of a change in plans, please call the school office and the message will be communicated to your student(s).
 - Students will not be called to the office to take a phone call. Messages will be delivered to a student at an appropriate time.
- Students are not allowed to film/record/take pictures of any SCCA staff member or fellow SCCA student without explicit permission from SCCA staff.
- Students who violate policies regarding cell phones and other electronics will have their devices confiscated and placed in the Principal's office. A parent will be required to make an appointment through the school office with the Principal to retrieve the phone. Such appointments will be set at the Principal's convenience.
- If a phone or other device is confiscated a second time, the student will be required to pay a \$25 fine in addition to the parent making another appointment with the Principal to retrieve the phone or device.
- Electronics (including school issued devices) should not be used while in the cafeteria.

15.3. Children's Online Privacy Protection Act (COPPA) Waiver

See Appendix B.

15.4. School-Issued Student Emails

Students are given use of a school-issued student google account. This google account and all its services, including email, is to be used by the student for school purposes only. Students have no right to privacy with this google account, and the school has the right to access and

view anything in their account at any time. Students lose access to this account when they withdraw from Santa Clara.

15.5. School-Issued Student Devices

Students may be issued a laptop or iPad for the school year. These devices are the property of SCCA and must be returned to the school in acceptable condition at the end of the school year, termination of school attendance, or at the request of the school. The student is responsible for the care of the device. If it is broken or damaged, the student will be required to pay for its repair or replacement.

15.6. Security

Santa Clara is proud to offer all students access to its secured internet. Student internet usage is monitored on the Chromebooks via GoGuardian. All student internet history and usage on the chromebooks is able to be seen by school staff and there is no expectation of student privacy. The internet is provided for students to conduct research and communicate with others. Access to these services is given to students who agree to act in a considerate and responsible manner.

15.7. Smart Watch

Students are not allowed to wear SMART watches on campus. If a parent desires a student to bring a SMART watch for safety and/or communication purposes, it must remain in the student's backpack. Air tags or other non-interactive student tracking devices are acceptable alternatives.

15.8. Social Networking Sites

Social networking sites should be used in a manner in accordance with the school and community values. The networking interaction, while taking place on personal time and not in relation to the school day, nevertheless impacts the overall harmony of the community. Parents are encouraged to take time to set appropriate parameters for their children when using any technology such as internet sites and cell phones, to have ongoing discussions about site usage, and to monitor their child's internet and cell phone use. It is important that students realize the wide reach and possible ramifications some of their exchanges may have. Technology is a way of life for students; it is vitally important that educators and parents educate them in appropriate use as well as potential issues which may arise from impulsive commentary.

16. Uniform Policy

16.1. Dress Code

Students represent Santa Clara both on campus and in the community. Their clothing, personal appearance, and conduct should reflect respect, modesty, and the Catholic values of the school.

Students must wear the complete approved school uniform each school day and comply with all dress code and personal appearance requirements unless an exception is stated in this Handbook or approved by the Principal. Parents and guardians are responsible for ensuring that their children are in compliance before arriving at school.

Teachers and staff will enforce the uniform and dress code requirements consistently. If a student arrives out of compliance, the student will be sent to the school office, and the parent or guardian will be contacted immediately. The parent or guardian must bring the required uniform item or an appropriate change of clothing. If the violation cannot be corrected promptly, the student may be released to a parent, guardian, or authorized adult and sent home.

Repeated violations will be documented in FACTS and will require a parent conference with the administration. Continued violations may result in additional disciplinary action in accordance with this Handbook.

The school reserves the right to interpret and enforce the dress code and to address new styles, fashions, or items that are inconsistent with the school's standards and Catholic values. Clothing, accessories, hairstyles, or other items that are not approved by the school may not be worn.

Elementary (PK3-5th Grades) Uniforms

Elementary Regular School Day Uniform

Girls

- SCCA plaid jumper, skort, or skirt
- Black modesty shorts worn under jumpers and skirts
- Navy slacks or pants with belt loops. Cargo pants, capri pants, and pants with elastic at the ankles are not permitted.
- Solid black or brown belt worn with navy slacks. Students in PK and Kindergarten are not required to wear a belt.
- Red polo with the school logo
- White and navy saddle shoes only
- PK and Kindergarten students may also wear navy Keds Little Ella Mary Jane sneakers with Velcro
- White or navy knee socks or tights
- Navy fleece jacket or navy sweater with the school logo. Hoodies are not permitted.

Length Requirement: All skirts, skorts, shorts, and jumpers must reach the knee when measured from the back. The hemline may not fall above the back of the knee.

Boys

- Red polo with school logo
- Navy slacks/pants with belt loops (no cargo pants or elastic around the ankles) or Navy walking shorts (must come to the knee) with belt loops
- Solid black velcro athletic shoes for students in PK and Kindergarten (may not be Converse, Vans or other similar shoes)
- Solid black athletic shoes (may not be Converse, Vans, or other similar shoes)
- Solid white or black crew socks. (must be long enough to cover the ankle when folded)
- Solid black or brown belt (exception: PK and Kindergarten do not have to wear a belt)
- Navy fleece jacket with school logo (not a hoodie)

Elementary Mass Uniform (Formal)

Girls

- SCCA plaid skirt or jumper
- Black modesty shorts
- White oxford button down collar shirt, long or short sleeve
- SCCA plaid criss-cross girls' tie
- White and navy saddle shoes only (see above for PreK and Kinder exception)
- White or navy knee socks or tights
- Navy fleece jacket with school logo (not a hoodie) or navy sweater with school log
- MANDATORY Plaid Cross Ties All Day on Mass Days

Boys

- White button front shirt, short or long sleeve
- Navy tie
- Navy slacks/pants with belt loops (no cargo pants or elastic around the ankles)
- Solid black or brown belt (exception PreK and Kindergarten do not have to wear belts)
- Solid black velcro athletic shoes for PK and Kindergarten (may not be Converse, Vans, or other similar shoes)
- Solid black athletic shoes (may not be Converse, Vans, or other similar shoes)
- Solid white or black crew socks (long enough to cover ankles when folded)
- MANDATORY Ties All Day on Mass Days

Middle School (6-8th Grades) Uniform

Middle School Regular Day Uniform

Girls

- SCCA plaid skort or skirt
- Black modesty shorts for jumpers and skirts
- Khaki slacks/pants with belt loops (may not be cargo, capri, nor have elastic at the ankles)
- Solid brown or black belt with slacks

- Navy polo with school logo
- White and navy saddle shoes only
- Solid White or navy knee socks or tights
- Navy fleece jacket or navy sweater with school logo (not a hoodie)

*All skirts, skorts, and shorts must reach the knee when measured from the back. The hemline may not fall above the back of the knee.

Boys

- Navy polo with school logo
- Khaki slacks/pants with belt loops (no cargo pants or elastic around the ankles) or khaki walking shorts (must come to the knee) with belt loops
- All Black athletic shoes (may not be Converse, Vans, or other similar shoes)
- Solid black velcro athletic shoes for PK and Kindergarten (may not be Converse, Vans, or other similar shoes)
- Solid white or black crew socks. (must be long enough to cover the ankle when folded)
- Solid black or brown belt
- Navy fleece jacket with school logo or navy sweater with school logo (not a hoodie)

Middle School Mass Uniform

Girls

- SCCA plaid skirt
- Black modesty shorts
- White oxford button down collar shirt (may be long or short sleeve)
- SCCA plaid criss-cross girls' tie
- White and navy saddle shoes only
- White or navy knee socks or tights
- Navy Blazer with school logo
- MANDATORY Plaid Cross Ties All Day on Mass Days

Boys

- White button front shirt, short or long sleeve
- Navy tie
- Khaki slacks/pants with belt loops (no cargo pants or elastic around the ankles)
- Solid black or brown belt
- Solid black athletic shoes
- Navy Blazer with school logo
- MANDATORY Ties All Day on Mass Days

16.2. General Regulations

- Students must maintain appropriate personal hygiene and cleanliness.
- Writing, drawings, temporary tattoos, stickers, or other markings may not be displayed on the skin.
- Students may not change or alter their uniforms before leaving school property.

- Uniforms and all clothing worn to school must be clean and in good condition. Clothing that is ripped, excessively worn, or permanently stained must be replaced.
- Uniforms must be worn with Christian modesty in mind. All skirts, skorts, and shorts must reach the knee when measured from the back. The hemline may not fall above the back of the knee.
- All blouse and shirt buttons must be fastened, except for the top button.
- Undershirts worn under the uniform shirt must match the uniform shirt. During cold weather, students may wear a matching long sleeve shirt underneath the uniform shirt.
- Only jackets and sweaters with the school logo may be worn inside the school building. Nonuniform jackets worn to school during cold weather must be removed upon entering the building and stored in the classroom.
- Jackets and hooded sweatshirts may not be worn in church.
- Smart watches are not permitted at school. See the Technology and Digital Citizenship section for additional information.
- All removable outerwear must be clearly and permanently labeled with the student's name.

Correcting Uniform Violations

- If a student arrives at school out of compliance, the school will contact the parent or guardian. The parent or guardian must bring the appropriate uniform item or a change of clothing. If the violation cannot be corrected promptly, the student may be released to a parent, guardian, or authorized adult and sent home.
- Students who need a haircut or another grooming correction that cannot be addressed immediately will be given up to one week to comply. If the issue is not corrected within that time, the parent or guardian will be contacted to pick up the student.
- Uniform and dress code violations will be documented in FACTS. Repeated violations will require a parent conference with the administration and may result in additional disciplinary action in accordance with this Handbook.

16.3. Accessories/Perfumes/Nails

Jewelry and Accessories

- Girls may wear solid navy, white, red, black or school plaid hair bows or headbands. Other colors or patterns of headbands are not permitted. Students are also not permitted to wear novelty headbands in different shapes such as cat ears.
- Girls may wear one pair of simple stud earrings. No other kind of piercing is allowed. Boys may not have any kind of earring or piercing.
- Medical identification bracelets may be worn.
- One simple crucifix, cross, or other Catholic symbol may be worn on a simple jewelry chain around the neck.

Nails

- Students may not wear nail polish or fake nails (including but not limited to acrylic, solar, or powder dipped).
- If students need to have their nails done because of a special event outside of school they must secure special permission in advance by the Principal to wear nail polish.

Make-up

- 6th, 7th, and/or 8th grade girls may wear foundation make-up and clear lip-gloss only.
- No other grade levels are permitted to wear make-up

Perfume/ Body Spray

Out of consideration for others and in respect of individual sensitivities and preferences, students are asked to limit the use of perfumes, colognes, and scented products. Fragrances should be subtle and not overpowering or excessive, as strong scents can cause discomfort or allergic reactions for some members of our school community.

16.4. Free Dress and Spirit Day Guidelines

16.4.1. Spirit Days

On Spirit Days, students may wear:

- Solid colored jeans or solid-colored uniform style shorts (no gym shorts or cut-offs) that are at least knee length. No ripped jeans allowed.
- Athletic shoes
- SCCA school spirit shirt or sweatshirt

16.4.2. Free Dress Days

On Free Dress Days (including a student's birthday), students may wear:

- Jeans or slacks
- Capris
- Shorts – at least knee length
- Skirts – must be knee length
- Shirts that completely cover the torso and shoulders. Midriff must be covered when arms are raised.
- Athletic shoes. Shoes must cover the entire foot (heels and toes).

Prohibited Attire

The following items may not be worn on Free Dress Days, Spirit Days, or any other occasion when students are permitted to wear clothing other than the school uniform:

- Sandals, flip flops, Crocs, slippers, or other shoes that do not securely cover the toes and heels
- Sleeveless shirts, tank tops, spaghetti straps, halter tops, or strapless tops and dresses
- Crop tops or clothing that exposes the stomach, back, chest, or undergarments
- Low cut, sheer, see through, or revealing clothing
- Tight or excessively form fitting clothing
- Leggings worn as pants

- Ripped, torn, or excessively distressed clothing, including ripped jeans
- Shorts, skirts, or skorts that do not reach the knee when measured from the back
- Shirts that hang below the shorts and make it appear that shorts are not being worn
- Pajamas, sleepwear, or house slippers
- Hats, caps, hoods, or other head coverings inside the school building, unless approved for religious, medical, or school activity purposes
- Clothing or accessories displaying drugs, alcohol, tobacco, weapons, violence, obscene language or images, offensive phrases, or other inappropriate content
- Clothing related to drug culture or containing inappropriate music, entertainment, or advertising content
- Any clothing, accessory, or appearance that disrupts the learning environment, conflicts with Christian modesty and Catholic values, or is determined by the administration to be inappropriate or offensive

Students who are not in compliance with the above guidelines for Spirit Day or Free Dress Day will not be allowed to attend class. A parent will be called to bring the proper clothing. Students who continue to violate the Spirit Day or Free Dress Day regulations may be excluded from participating for the remainder of the school year at the discretion of the administration.

16.5. Hair

Hair must be clean, neat, and styled in a manner that does not interfere with learning or distract others. Bleached hair, unnatural hair colors, and two toned or multicolored hair are not permitted.

Girls' bangs must remain above the eyebrows or be secured away from the face.

Boys' hair must remain above the eyebrows and collar and may not extend below the middle of the ear. Sideburns may not extend below the middle of the ear.

Fad hairstyles, shaved heads, designs shaved into the hair, and other distracting or inappropriate styles are not permitted. The Principal will determine whether a hairstyle complies with school requirements. Families who are unsure about a hairstyle should contact the school before making the change.

16.6. Lost and Found

The school is not responsible for lost or stolen student items. The school keeps a lost and found depository in the front office. Any unclaimed items will be donated after 2 weeks. Students should write their name in any blazers, sweaters, jackets or removable outerwear.

16.7. Vendor Information

The official supplier of SCCA's uniforms is Flynn O'Hara. Only the uniform clothing listed below will meet the requirement of the school uniform. It is highly recommended that all uniform clothing be purchased at Flynn O'Hara. Earlier styles of uniforms are not acceptable.

*If polo shirts are purchased somewhere other than Flynn O'Hara, they must meet the color and school logo requirements listed for each school level. SCCA school logo patches must be neatly and permanently affixed to the polo shirts, so they are similar to those purchased through our official supplier. Logo patches are available to purchase for \$7.00 each in the school office.

17. Appendices

17.1. APPENDIX A: Diocese of Dallas Internet School Safety Policy

A guide for students, staff, parents, and visitors to use the internet safely and responsibly

Introduction

The internet is a powerful tool for learning, communication, and collaboration. It also poses some risks and challenges for the safety, privacy, and well-being of students, staff, and parents. This document outlines the Internet Safety Policy of our school, which aims to meet the regulatory requirements of the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA).

The Internet Safety Policy applies to all users of the school's network, devices, and online resources, whether on or off campus. The policy covers the following topics:

- Acceptable and responsible use of the internet
- Filtering and monitoring of online content
- Protection of personal information and data
- Educating and empowering students to be safe and responsible digital citizens
- Reporting and responding to cyberbullying, harassment, and inappropriate online behavior
- Enforcement and consequences of violating the policy

Acceptable and Responsible Use of the Internet

The school provides access to the internet for educational purposes only. Users are expected to use the internet in a manner that is consistent with the school's mission, values, and policies. Users are also expected to respect the rights and property of others, and to follow the laws and regulations that govern the use of the internet.

Some examples of acceptable and responsible use of the internet are:

- Using the internet to access, create, and share educational content and resources
- Using the internet to communicate and collaborate with teachers, classmates, and other learners
- Using the internet to research and explore topics related to the curriculum and personal interests
- Using the internet to develop and practice digital skills and literacy
- Using the internet to access and participate in online learning platforms and programs approved by the school

Some examples of unacceptable and irresponsible use of the internet are:

- Using the internet to access, create, or share content that is illegal, harmful, offensive, or inappropriate
- Using the internet to engage in cyberbullying, harassment, or discrimination
- Using the internet to cheat, plagiarize, or violate academic integrity
- Using the internet to disrupt, interfere, or damage the school's network, devices, or online resources
- Using the internet to download, install, or run unauthorized software, programs, or files
- Using the internet to access or participate in online platforms, programs, or activities that are not approved by the school
- Using the internet to access others' accounts

Filtering and Monitoring of Online Content

The school uses filtering and monitoring software to block or restrict access to online content that is deemed inappropriate, harmful, or illegal for students. The filtering and monitoring software is designed to comply with the requirements of CIPA, which mandates that schools prevent access to visual depictions of obscenity, child pornography, or material that is harmful to minors.

The filtering and monitoring software is not infallible and may not block all inappropriate or harmful content. Users are responsible for their own online behavior and choices, and should report any content that is inappropriate, harmful, or illegal to a teacher or administrator. Users should also avoid accessing or sharing any content that violates the Acceptable and Responsible Use of the Internet section of this policy.

The school reserves the right to monitor and review any online activity or content that is accessed, created, or shared by users on the school's network, devices, or online resources. The school may also monitor and review any online activity or content that is accessed, created, or shared by users on their own devices, if they are connected to the school's network or using the school's online resources. The school may use the monitoring and review data to ensure compliance with this policy, to investigate potential violations or incidents, or to provide feedback and guidance to users.

Protection of Personal Information and Data

The school is committed to protecting the personal information and data of users and complying with the requirements of COPPA. It protects the privacy of children under 13 years of age online.

The school collects, stores, and uses personal information and data of users for educational purposes only. The school does not disclose or share personal information and data of users with third parties, unless required by law or authorized by the user or their parent or guardian. The school also does not sell or rent personal information and data of users to third parties for any reason.

The school uses encryption, passwords, and other security measures to safeguard the personal information and data of users from unauthorized access, use, or disclosure. However, the school cannot guarantee the absolute security of personal information and data of users, and users are responsible for protecting their own personal information and data online.

Some examples of personal information and data that users should protect online are:

- Name, address, phone number, email address, or other contact information
- Birth date, age, gender, or other demographic information
- Social security number, student ID number, or other identification information
- Grades, test scores, transcripts, or other academic information
- Medical records, health conditions, or other health information
- Photos, videos, or other media that can identify the user or others
- Passwords, usernames, or other login information

Some examples of how users can protect their personal information and data online are:

- Using strong and unique passwords, and changing them regularly
- Not sharing passwords, usernames, or other login information with anyone
- Not using the same password, username, or other login information for multiple accounts or platforms
- Logging out of accounts or platforms when not in use
- Not clicking on links or opening attachments from unknown or suspicious sources
- Not responding to requests for personal information or data from unknown or suspicious sources and reporting to an adult when such a request is made.
- Not posting or sharing personal information or data on public or unsecured platforms or networks
- Checking the privacy settings and policies of platforms or networks before using or joining them
- Asking for permission from parents, guardians, teachers, or administrators before providing or sharing personal information or data online

Educating and Empowering Students to be Safe and Responsible Digital Citizens

The school recognizes that educating and empowering students to be safe and responsible digital citizens is essential for their success and well-being in the digital age. The school provides opportunities for students to learn and practice digital skills and literacy, such as:

- Searching, evaluating, and using online information effectively and ethically
- Creating, publishing, and sharing online content respectfully and responsibly
- Communicating and collaborating online appropriately and productively
- Managing and balancing online time and activities healthily and wisely
- Protecting and respecting online privacy and security
- Understanding and following online rules and norms
- Recognizing and reporting online risks and threats
- Resolving and preventing online conflicts and issues
- Cyberbullying awareness

The school also encourages parents and guardians to be involved and supportive of their children's online learning and activities. The school provides resources and guidance for parents and guardians to help them:

- Monitor and supervise their children's online access and use
- Discuss and establish rules and expectations for their children's online behavior and choices
- Teach and model safe and responsible online habits and practices
- Support and assist their children with online learning and challenges
- Communicate and collaborate with the school on online safety and education issues

Reporting and Responding to Cyberbullying, Harassment, and Inappropriate Online Behavior

The school does not tolerate any form of cyberbullying, harassment, or inappropriate online behavior on or off campus. Cyberbullying, harassment, and inappropriate online behavior are defined as any online actions or communications that are intended to harm, threaten, intimidate, humiliate, or harass another person or group, or that create a hostile or offensive online environment.

Some examples of cyberbullying, harassment, and inappropriate online behavior are:

- Sending or posting mean, rude, or hateful messages or comments
- Spreading rumors, lies, or gossip online
- Sharing or posting embarrassing, private, or false information or images of another person or group
- Excluding, isolating, or discriminating against another person or group online
- Impersonating, hacking, or stealing another person's online identity or account
- Stalking, threatening, or blackmailing another person or group online
- Encouraging or inciting violence, self-harm, or illegal activities online

The school expects all users to report any cyberbullying, harassment, or inappropriate online behavior that they witness or experience to a teacher or administrator as soon as possible. The school also expects all users to cooperate and assist with any investigation or intervention of cyberbullying, harassment, or inappropriate online behavior.

The school will respond to any reports of cyberbullying, harassment, or inappropriate online behavior promptly and appropriately, in accordance with the school's policies and procedures. The school will take appropriate actions to stop, prevent, and address any cyberbullying, harassment, or inappropriate online behavior, such as:

- Removing or blocking access to the online content or platform involved
- Contacting and notifying the parents or guardians of the users involved
- Providing support and counseling to the users involved
- Applying disciplinary or legal consequences to the users involved
- Referring and/or reporting on the users involved to external agencies or authorities, especially as required by law.

Enforcement and Consequences of Violating the Policy

The school will enforce this policy and monitor compliance with this policy regularly and consistently. The school will use various methods and tools to enforce and monitor compliance with this policy, such as:

- Requiring acknowledgement and acceptance of this policy annually or as needed
- Providing training and education on this policy and its expectations to users
- Reviewing and updating this policy and its expectations periodically or as needed
- Using filtering and monitoring software to block or restrict access to inappropriate or harmful online content
- Using filtering and monitoring software to monitor and review online activity and content of users
- Conducting audits and inspections of the school's network, devices, and online resources
- Investigating and responding to any reports or incidents of policy violations
- The school will apply appropriate consequences to any user who violates this policy, in accordance with the school's policies and procedures. The consequences will depend

on the nature, severity, and frequency of the violation, and may include:

- Warning or reprimand
- Loss or restriction of online access or privileges
- Confiscation or suspension of device or account
- Restitution or compensation for damages or losses
- Detention or suspension
- Expulsion or dismissal
- Legal action or prosecution

17.2. APPENDIX B: DIOCESAN LEGAL POLICIES

THE ROMAN CATHOLIC DIOCESE OF DALLAS SCHOOL POLICIES HANDBOOK ADDENDUM

Catholic schools within The Roman Catholic Diocese of Dallas (the “Diocese”) are an extension of the religious ministry of the Diocese and, in the case of parochial schools, of the parish to which they are attached. To help schools fulfill this important role, the Diocese has promulgated certain policies for implementation in every school within the Diocese. Accordingly, the policies contained in this Addendum amend, replace, and control over any local school policies which apply to the same subject matter thereof.

1. CUSTODY AND FAMILY LAW ISSUES

The Diocese and its schools understand that many families within the school community are affected by custody and other related legal disputes. The Diocese and its schools work to balance sensitivity to difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts finite school resources from the school’s primary function. As a result, it is important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures.

Generally, a child’s biological or adoptive parents have equal rights to custody of and visitation with the child unless and until a court orders otherwise. When this arrangement has been changed by court order, it is the responsibility of the affected student’s family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student’s family does so, the school may assume that both of a child’s biological or adoptive parents have equal rights to custody of and visitation with the student.

It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant original or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders.

Attorneys representing parents in custody disputes should not contact school personnel directly, including to request the production of documents and execution of supporting affidavits for use in litigation. Parents may obtain contact information for diocesan legal counsel from the school and should provide this information to the parents’ attorneys if school involvement in a custody dispute is requested. If the school

is required to engage counsel to interpret or otherwise advise the school regarding a custody or other family court order or dispute, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith. Additionally, if the school is required to engage counsel to participate in witness interviews, depositions, and/or trial preparation involving attendance of a school employee, with respect to a legal matter involving the student, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith. As an exception to this general rule, upon request by either parent, the school will generally, at the chief administrator's sole discretion, provide one copy of a student's central file (e.g., attendance records, report cards, enrollment documents, etc...) with a supporting business records affidavit to both parents or their attorneys free of charge.

Diocesan schools are private property and are not open to the public. Additionally, it is detrimental to the well-being of the affected students and to the school community as a whole when family disputes are brought onto school property. Parents are expected to do everything possible to avoid parental confrontations or arguments on school grounds. The chief administrator of the school or his or her designee has full discretion to exclude any person from the school when, in his or her sole discretion, doing so is necessary or appropriate. School personnel may contact law enforcement for assistance when doing so is necessary to enforce this discretion. If a parent who is prohibited by court order from coming to or near the school attempts to enter the school, the school may call the police and/or seek other appropriate recourse.

If school personnel believe that the behavior of a parent or other legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take such other steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary.

2. REPORTS TO AND COOPERATION WITH LAW ENFORCEMENT

a) Reports to Law Enforcement

Texas law requires the principal of a private school, or his or her designee, to notify law enforcement if the principal has reasonable grounds to believe certain crimes listed in section 37.015 of the Texas Education Code. The notice provided to the police must include the name and address of each student the person believes may have participated in the activity, and must also be provided to each employee of the school who has regular conduct with a student whose conduct is the subject of the notice. It is the policy of the Diocese of Dallas and its schools to comply with this statutory requirement.

b) Cooperation with Law Enforcement and Child Abuse Investigations

Texas law requires schools to make students available for interviews by child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. Diocese of Dallas schools will cooperate with such interview requests.

From time to time, law enforcement officers also seek to interview students while at school in connection with an allegation or suspicion that the student has committed a crime. When faced with such a request, school personnel will refer the requesting officer to the school's chief administrator or his or her designee. The chief administrator or designee will request additional information regarding the nature of the interview requested and the allegations or suspicions relating to the student. The chief administrator or designee will, if the crime is not serious and

contemporaneous or imminent, also request that the interview be delayed until the student's parent or other legally responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible.

If the officer refuses to delay the interview until the student's parent or other legally responsible adult arrives, the chief administrator or designee will request to be present during the interview. **However, if the officer refuses to allow the chief administrator to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult signing below agrees that the school is under no duty to do so.**

3. PARENTAL COOPERATION AND BEHAVIOR

All members of the school community, including parents, guardians and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's sole discretion, the failure of a student's parents, guardians or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student.

4. REIMBURSEMENT FOR SCHOOL COSTS AND ATTORNEY'S FEES

The Diocese of Dallas and its schools recognize the financial sacrifice many of its families make to participate in the school community. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Diocese and its schools have implemented the following policy:

From time to time, a school is required to retain outside legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the chief administrator in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in a school within the Diocese of Dallas, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Roman Catholic Diocese of Dallas, and their respective officers, employees, agents, and representatives ("Indemnitees") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to requests for documents or other

records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the School which pertains to a legal proceeding to which the School is not a party, 3) threatening or harassing communications directed to any Indemnatee, or 4) threatened or actual litigation against any Indemnatee which does not result in a final and appealable judgment adverse to the Indemnatee.

5. CONFIDENTIALITY

The school strives to adopt and implement appropriate privacy and security safeguards against unauthorized access to or alteration of student/stakeholder information. Unfortunately, no data storage or data transmission can be guaranteed to be 100% secure. Students and stakeholders acknowledge that the security, integrity, and privacy of any and all information maintained by the school or exchanged with the school cannot be guaranteed.

6. AUTHORIZATION OF CONSENT TO TREAT MINOR

I/We, the Parents/Guardians listed below, are the ___ parent(s) / ___ guardians of the Student listed below, and as such do hereby authorize the School named below and its employees, contractors, and adult volunteers as our agent(s) (collectively, "Santa Clara Catholic Academy") to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of, any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location.

I/we understand that this authorization is given in advance of any specific treatment or diagnosis, but is given to provide authority and power of treatment or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code. This authorization shall remain effective for up to one year from the date of completion of this form, unless sooner revoked in writing delivered to said agent(s).

In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend Santa Clara Catholic Academy, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnatee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment, treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.

7. ENROLLMENT

I/We is/are the natural parent(s) or managing conservator(s) of the Student listed below and

have the legal authority to enroll Student in Santa Clara Catholic Academy. Having considered all the facts, I/we believe that enrolling students in Santa Clara Catholic Academy for the coming school year is in Student's best interest. I/we understand that Santa Clara Catholic Academy is a Roman Catholic School and that Student's education and the expectations for Student's behavior and the conduct of Student's family in relation to the School community will be consistent with and governed by Christian morals, values, and principles.

I/we have been provided with and have read, understood, and had the opportunity to ask any questions regarding Santa Clara Catholic Academy's student/family handbook. I/we understand that the handbook is incorporated into this agreement and forms a part of this legally-binding contract. As a result, I/we understand that Student's continued enrollment at School during the coming school year is contingent upon compliance with the policies set out in the handbook by Student and by Student's family in their dealings with the School community. I/we understand and agree that failure to comply with the expectations for conduct set out in the handbook may result in discipline, up to and including separation of Student from the School at Santa Clara Catholic Academy's sole discretion and without any right to appeal.

I/we understand that I am/we are responsible for providing Santa Clara Catholic Academy with a current and complete copy of any court order affecting Student's enrollment in Santa Clara Catholic Academy or the right of a parent or conservator of Student to make educational decisions for Student, communicate with Santa Clara Catholic Academy, or access Student's educational records. I/we understand that it is not Santa Clara Catholic Academy's responsibility to mediate or resolve disputes regarding custody of Student and related matters, and that involving Santa Clara Catholic Academy in custody and similar disputes requires Santa Clara Catholic Academy to expend unbudgeted time and other resources. I/we have read and agree to the provisions of the Santa Clara Catholic Academy handbook regarding the school's right to recover attorneys' fees incurred as a result of Student or family misconduct and custody and related legal matters.

I/we have informed Santa Clara Catholic Academy of all relevant information regarding any special educational or medical needs of Student and agree to advise Santa Clara Catholic Academy if Student's educational or medical needs change during the school year. I/we agree that Santa Clara Catholic Academy may contact any person who signs this agreement or whose name is provided to Santa Clara Catholic Academy as an emergency contact regarding any emergency involving Student and may disclose to those individuals information regarding Student's education, behavior, and/or medical conditions as needed.

I/we have been provided with and understand all necessary information regarding tuition, fees, and costs associated with Student's enrollment at Santa Clara Catholic Academy for the coming school year and am/are satisfied that I/we will be able to pay all such tuition, fees, and costs subject to any applicable financial aid awarded. I/we understand that Santa Clara Catholic Academy's budget for the school year anticipates full payment of all amounts due on behalf of all enrolled students. Accordingly, I/we understand that failure to pay all tuition, fees, and costs in full and on time may, in Santa Clara Catholic Academy's sole discretion, result in Student's separation from Santa Clara Catholic Academy without any refund of amounts already paid.

8. PARENT CONSENT AND RELEASE FORM

Santa Clara Catholic Academy offers students the opportunity to participate in a wide range of education, extracurricular, and athletic activities, both on and off campus. Santa Clara Catholic Academy believes that parents, students, and the School community are best-served when parents and students together determine the range of activities that are appropriate for

a particular student's participation. Parents should review the opportunities listed below, determine which activities are appropriate for their student's participation, and students and parents should sign where indicated below for each activity.

Student Name ("Student"): _____

Athletics: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's participation in School-sponsored athletic activities, including without limitation athletics-related training and exercise programs, practices, School-sponsored pre- and post-game activities, games, competitions, and tournaments. I/we have read, discussed with Student, and understand the Student conduct expectations set forth in the Handbook and understand that Student's continued participation in athletics is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-related activity, whether academic, athletic, or otherwise.

Parent(s) initials: Yes: _____ No: _____

Transportation to/from Athletics: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored athletics activities described

above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

Parent(s) initials: Yes: _____ No: _____

Extra-curricular Activities: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's participation in School-sponsored extracurricular activities, including on-campus and off-campus extracurricular activities. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued participation in extracurricular activities is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-sponsored activity, whether academic, extracurricular, or otherwise.

Parent(s) initials: Yes: _____ No: _____

Transportation to/from Extracurricular Activities: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored extracurricular activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

Parent(s) initials: Yes: _____ No: _____

Video/Image Release: Subject to the Release and Consideration and Indemnification terms below, by my/our initials below, and for good and valuable consideration, I hereby grant to the School the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of Student, or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student for editorial, advertising, news, or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same.

Parent(s) initials: Yes: _____ No: _____

Student: **If age 18 or over**, initial appropriate box to the right: Yes: _____ No: _____

9. RELEASE AND INDEMNIFICATION

For and in consideration of admitting Student to Santa Clara Catholic Academy, allowing Student to participate in any of the activities described above, and for other good and valuable consideration, on behalf of myself, Student, and our respective heirs, assigns, survivors, estates, beneficiaries, I hereby release and agree to fully and unconditionally protect, indemnify, and defend Santa Clara Catholic Academy, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and

employees, (collectively, “Indemnitees”) and hold each Indemnatee harmless from and against any and all costs, expenses, attorney’s fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to any activity described above in this Section.

10. PASS-THROUGH COPPA PARENT WAIVER

Dear Parents,

Our school uses certain web-based tools and other applications that assist your child in learning. In order for your child under age 13 to use those tools and applications, federal law requires that you provide your consent. A list of the applications and web-based services our school uses, or may choose to use, has been enclosed with this parental consent form (see following page). In order for your child to use these programs and services, your child must provide certain personally identifying information. Generally, this information is limited to first and last name, a user name, and email address.

Privacy policies for the programs can be found on the websites of the developers of these applications. If you have questions about a particular policy or would like further information about these privacy policies, please review the applicable website or contact your child’s teacher.

Under the federal Children’s Online Privacy Protection Act, the operators of these educational applications and services must notify you, as your child’s parent, and obtain your consent before collecting limited personal information from children under the age of 13.

The law permits schools to consent to the collection of personal information on behalf of all of its students. This form, when completed below and on file with us, will authorize our school to provide consent for your child to provide personal identifying information, consisting of first and last name, a username, and an email address, to the operators of applications identified on the enclosed list.

If you consent to your child providing personal identifying information to use the applications and web services, check the OPT-IN box below. By checking the OPT-IN box, you expressly authorize Santa Clara Catholic Academy to provide your child’s first name, last name, username, and email address to the operators of one or more of the applications identified on the enclosed list. You also agree to release and indemnify our school from and against any claims arising out of our providing such information to the operators of the applications and services listed on the enclosed list. If you do not want our school to provide this information, select the OPT-OUT box below. Note that checking the OPT-OUT box will prevent your child from participating in certain educational activities, including the use of the applications on the enclosed list. While our school will generally make reasonable attempts to provide alternative assignments to your child, we reserve the right to determine that a student’s consistent inability to

participate in the assigned curriculum may impair the student's academic progress at our school and require that you and we explore other options.

Student Name: _____

Parent/Guardian Name (PRINT): _____

Parent/Guardian Signature: _____

OPT IN _____ OR OPT OUT _____ Date: _____

COPPA Addendum:

Applications and web-based services our school uses, or may choose to use

- iXL
- Google Classroom
- Google Suite for Education
- SeeSaw
- Flipgrid
- Class Dojo
- ReadWorks
- GoGuardian
- Legends of Learning
- HMH Ed
- NWEA MAP testing
- Tynker
- Kahoot
- Epic
- Khan Academy
- Duolingo
- RazKids
- XtraMath
- [Typing.com](https://www.typing.com/)
- TinkerCad
- Remind
- Padlet
- Desmos
- Prezi
- NewsELA
- GoFormative
- Prodigy
- Storybird
- BrainPOP
- Quizlet
- Quizziz
- McGraw Hill online
- ABCYA
- E-Spark
- No Red Ink
- Quill
- Grammarly
- EasyBib

11. ACKNOWLEDGEMENT AND AGREEMENT

For hard copy handbooks:

By my signature below, I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school. Furthermore, by signing below, I represent, warrant, and agree that I am authorized to sign this agreement, undertake the duties, and grant the releases set forth herein on behalf of Student.

Student Name (print): _____

School Name (print): _____

Parent Name (print): _____

Parent Signature: _____

School year: _____

Date: _____